

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

RECEIVED

JUN 02 2023

**NEVADA
SERC**

Applicant: Carson City LEPC

Address: 777 S. Stewart Street, Carson City, NV

Local Emergency Planning Committee (LEPC) Chair:

Name: Sean Slamon

Title: Fire Chief

Address: 777 S. Stewart Street

City/Zip: Carson City, 89701

Phone: 775-283-7722

Fax: 775-887-2209

E-mail: sslamon@carson.org

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

Name: Shelby Price

Title: Administrative Assistant

Address: 777 S. Stewart Street

City/Zip: Carson City, 89701

Phone: 775-283-7148

Fax: 775-887-2209

E-mail: sprice@carson.org


Budget Summary:

Planning	Training	Total*
\$	\$21,619.00	\$21,619.00

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.


Signature of LEPC Chair

6/2/23
Date

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

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


Signature of Governing Body

5/31/23
Date

Nancy Paulson City Manager
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.*

The goal is to provide training and hands-on learning opportunities for all HazMat Incident Commanders in emergency response-related fields of HazMat deployment.

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?

These funds will be utilized to attend relevant up-to-date classroom education for on-scene hazmat incident commanders. Carson City will be responsible for making the arrangements, payments and coordination of the training. The activity will be implemented in July or August of 2023.

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.

Please not a minimum of 50% of classes attended must have a tie-in to hazmat in transportation 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 .655 cents per mile. If a personal vehicle is used for personal convenience, the reimbursement allowed is .3275 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.

Consultant / Contract Services / Other		Amount Requ
Name	Dan Casner Instructor Fee	\$3,000.00
	Other: Backfill for students / Overtime	\$11,832.6
Total Contract Training:		\$14,832.6

Course / Conference Costs				
Course / Conference Title:		Hazardous Materials Incident Commander Train		
Registration	Cost per Attendee	# of Attendees		
	\$285.00	20		\$5,700.00
Hotel	Cost per Night	# of Nights	# of Rooms	
	\$127.40	4	1	\$509.60
Per Diem	Cost per Day	# of Days	# of Attendees	
	\$59.00	5	1	\$295.00
Transportation	# of Miles (Round Trip)	Agency Vehicle	# of Vehicles	
		0.655	0	\$0.00
	# of Miles (Round Trip)	Personal Vehicle	# of Vehicles	
	860	0.3275	1	\$281.65
	Public Transportation	Total \$ Amount		
				\$0.00
Parking	Cost of Airline Ticket	# of Tickets		
				\$0.00
Parking	Cost per Day	# of Days	# of Vehicles	
				\$0.00
Total Course / Conference Costs:				\$6,786.25
Total Training Costs:				\$21,618.

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.

The location of the training would be in Carson City, NV and is a three-day classroom session. Carson City will provide the classroom and qualified/certified instructor.

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.

There will be one three-day training class to meet the initial training required under Hazardous Waste Operations and Emergency Response (OSHA 29 1910.120)(6)(v) On-Scene Incident Commanders. Meeting the goal of training all individuals who will assume control of the incident scene beyond the first responder awareness level. They will know how to implement the employer's incident command system, implement the emergency response plan, understand the hazards and risks associated with employees working in chemical protective clothing, implement the local emergency response plan, know state emergency response plan, and the importance of the decontamination procedures. Per Diem expenses will be for the instructor only. Other goals are to provide backfill and overtime for all members who meet the OSHA 29 1910.120 requirements of a HazMat on-scene incident commander.

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

The spreadsheet should automatically calculate the totals						
LEPC Name:						
Training Name/Date(s):	Hazardous Materials Incident Commander July 25, 26, 27					
Attendee Name	Date	Hours	Employment Status	Overtime or Backfill?	Regular Payroll Rate	Total Payroll
Matthew Cooper	07/25/23	10	Full Time	NO	\$ 59.23	\$ 592.28
Raffi Attashian	07/25/23	10	Full Time	Overtime	\$ 32.63	\$ 489.43
Travis Boggs	07/25/23	10	Full Time	Backfill	\$ 38.56	\$ 578.46
Cameron Burt	07/25/23	10	Full Time	Overtime	\$ 34.33	\$ 514.98
Jeff Friedlander	07/25/23	10	Full Time	Overtime	\$ 33.41	\$ 501.12
Cory Petty	07/25/23	10	Full Time	Backfill	\$ 38.92	\$ 583.82
Adam Robertson	07/25/23	10	Full Time	Overtime	\$ 31.56	\$ 473.41
Sam Saunders	07/25/23	10	Full Time	Overtime	\$ 38.74	\$ 581.14
Jesse Horton	07/25/23	10	Full Time	Overtime	\$ 27.90	\$ 418.43
					\$ -	\$ -
Matthew Cooper	07/26/23	10	Full Time	NO	\$ 59.23	\$ 592.28
Raffi Attashian	07/26/23	10	Full Time	Overtime	\$ 32.63	\$ 489.43
Travis Boggs	07/26/23	10	Full Time	Overtime	\$ 38.56	\$ 578.46
Cameron Burt	07/26/23	10	Full Time	Overtime	\$ 34.33	\$ 514.98
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Adam Robertson	07/26/23	10	Full Time	Backfill	\$ 31.56	\$ 473.41
Sam Saunders	07/26/23	10	Full Time	Backfill	\$ 38.74	\$ 581.14
Jesse Horton	07/26/23	10	Full Time	Overtime	\$ 27.90	\$ 418.43
					\$ -	\$ -
Matthew Cooper	07/27/23	5	Full Time	NO	\$ 59.23	\$ 296.14
Raffi Attashian	07/27/23	5	Full Time	Overtime	\$ 32.63	\$ 244.71
Travis Boggs	07/27/23	5	Full Time	Overtime	\$ 38.56	\$ 289.23
Cameron Burt	07/27/23	5	Full Time	Overtime	\$ 34.33	\$ 257.49
Jeff Friedlander	07/27/23	5	Full Time	Backfill	\$ 33.41	\$ 250.56
Cory Petty	07/27/23	5	Full Time	Overtime	\$ 38.92	\$ 291.91
Adam Robertson	07/27/23	5	Full Time	Backfill	\$ 31.56	\$ 236.70
Sam Saunders	07/27/23	5	Full Time	Backfill	\$ 38.74	\$ 290.57
Jesse Horton	07/27/23	5	Full Time	Overtime	\$ 27.90	\$ 209.21
Total:						11,832.67

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 Grant 2023

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 **45 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 31st 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 **45 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 the below in any programs and activities receiving federal financial assistance:

Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color and national.

49 CFR 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which prohibits discrimination based on disability.

The Age Discrimination Act of 1975, which prohibits unreasonable discrimination based on age.

Title IX of the Education Amendments of 1972, which prohibits discrimination based on gender in educational activities.

- 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): Nancy Paulson Title: City Manager
Nancy Paulson 6/2/23
Signature: Date

LOCAL EMERGENCY PLANNING COMMITTEE CHAIRMAN

Name (print): SEAN SLAMON Title: FIRE CHIEF
Sean Slamon 6/2/23
Signature: Date

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: 12/06/2022 | Submitted: 12/15/2022 |
| Membership list reviewed/updated - | Date: 12/06/2022 | Submitted: 12/15/2022 |
- ☒ 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 31st?
- | | | |
|--|------------------|-----------------------|
| Plan update - | Date: 12/06/2022 | Submitted: 12/15/2022 |
| NRT - 1 update - | Date: 12/06/2022 | Submitted: 12/15/2022 |
| Level of Response Questionnaire update - | Date: 12/06/2022 | Submitted: 12/15/2022 |
| Letter of Promulgation update - | Date: 12/06/2022 | Submitted: 12/15/2022 |
- ☒ 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 31st?
- Indicate the date of the most recent exercise: 09/16/22-09/19/22 Submitted: 12/15/2022
- 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: 10/29/2022 Affidavit Submitted: 12/15/2022
- ☒ Has LEPC read SERC policies?

As chairman of **Carson City** Local Emergency Planning Committee, I attest
County Name

all information provided on this Compliance Certification is accurate


LEPC Chair Signature


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: **Carson City Fire Department**
Street Address: **777 S. Stewart Street**
City / Zip Code: **Carson City / 89701**

Section B – Point of Contact

First Name: **Matt**
Last Name: **Cooper**
Phone: **775-283-7149**
E-Mail: **mcooper@carson.org**
Position: **Training Captain**

Section C – Grant Activity Request Information

Amount: **\$21,619.00**
Activity: **Training**
(Planning or Training)

Section D – Activity Description

Number of Participates: **14**

(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.

Carson City Fire Department and surrounding fire departments want to accomplish the goal of training all individuals who will assume control of the incident scene beyond the first responder awareness level. They will know how to implement the employer's incident command system, implement the emergency response plan, understand the hazards and risks associated with employees working in chemical protective clothing, implement the local emergency response plan, know state emergency response plan, and the importance of the decontamination procedures.

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.

The use of the grant funding will be utilized to mitigate and respond to hazardous materials incidents involving transportation incidents within the Carson City and assist with regional responses to highway and railway transportation HazMat incidents.

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

This activity does not replace an item.



Max lodging by month (excluding taxes.)

[illegible]



U.S. General Services Administration

FY 2023 Per Diem Rates for ZIP 89701

Meals & Incidentals (M&IE) Breakdown

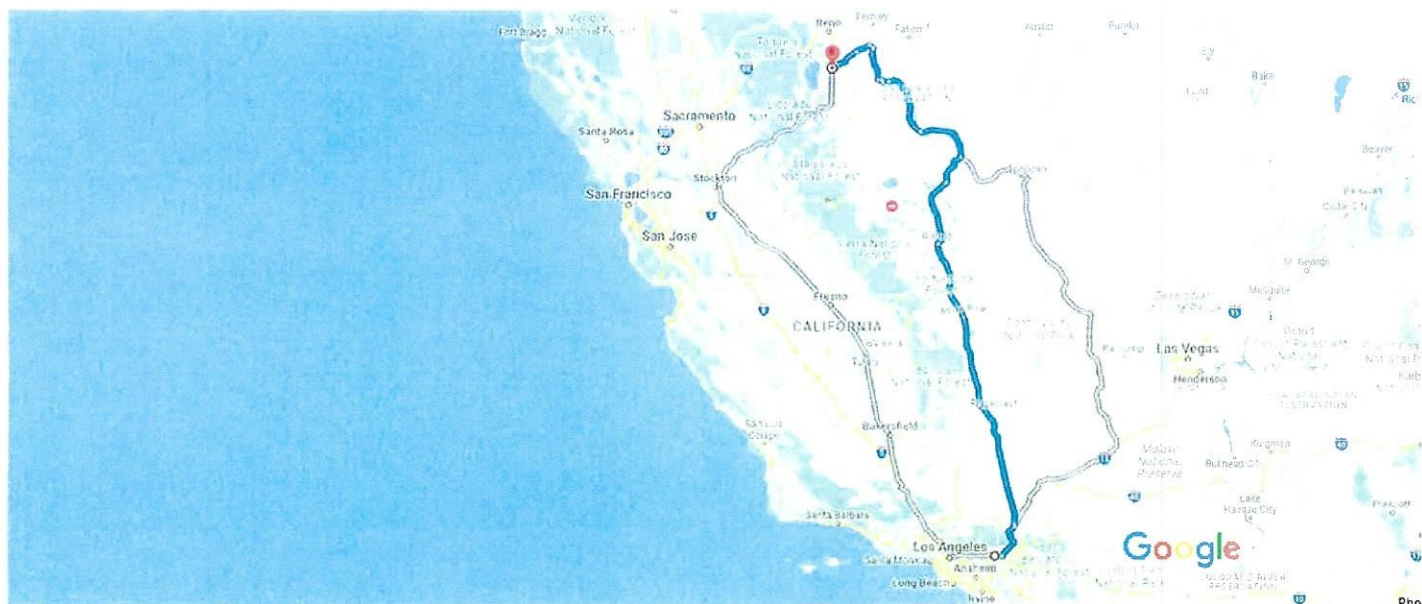
Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25



726 W Hollowell St, Ontario, CA 91762 to 777 S
Stewart St, Carson City, NV 89701

Drive 494 miles, 8 hr 40 min

HazMat IC Course



Map data ©2023 Google, INEGI

50 mi



via US-395 N

8 hr 40 min

Fastest route now, avoids road
closure on US-395 N

494 miles



via CA-99 N

9 hr 6 min

519 miles



via US-95 N/Veterans
Memorial Hwy.

9 hr 37 min

594 miles

Explore 777 S Stewart St

Restaurants

Hotels

Gas stations

Parking Lots

More

Rising Phoenix
Presents
Hazardous Materials
Incident Commander – Pro-Board

July 25, 26 & 27, 2023
Tuesday/Wednesday/Thursday
0800 to 1700

Carson City Fire Department Station 51
777 South Stewart St
Carson City, NV
89701

\$285 for Tuition and Student Supplement
CSTI Certificate - \$6.00 + \$5.50 Pro-Board Stamp
(Payable to Daniel Casner)

Haz-Mat First Responder Operation (FRO) training is required

**This course provides the tools a person needs to assume control of an
emergency response to a hazardous materials incident per the OSHA
Regulations in accordance with
29 CFR 1910.120 and CCR Title 8 Sec 5192.**

**Haz-Mat IC training and certificate is required as a prerequisite for SFT Company
Officer 2D (All-Risk Command Operations) course as part of the new Company
Officer series.**

**For more information please call - 909-244-2160
or email at Dan@RisingPhoenix.Training**



Hazardous Materials Outreach Program Certificate Processing Schedule



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

<u>CLASSES TAUGHT IN CALIFORNIA</u>	Number of Class Participants	Fee (USD)
First Responder Awareness/FRA-WMD/FRA-Refresher	1-10	\$30.00
First Responder Operations/FRO-WMD/FRO-Decon/FRO-	11-25	\$80.00
FRO-Law Enforcement Field Support	26-50	\$160.00
Incident Commander/I.C.(40 Hr)/I.C.(16	51-75	\$250.00
Investigations	76-100	\$375.00
Health Care Awareness Receiver Decon	100-150*	\$500.00
Health Care Operations Receiver Decon		
Mass Decon		
FRAM/FROM		
*Call for fee if class size is larger than 150		

OR:

ANY TYPE of Out of State Class, or the Class Types Listed Below:	Number of Class Participants	Fee (USD)
Technician Modules A, B, C, or D	1-10	\$60.00
Specialist Modules F, or G	11-25	\$160.00
Technician for Industry (40 Hr)/IT (24 Hr) or Refresher	26-50	\$320.00
Technician/Specialist Refresher	51-75	\$500.00
General Site Worker/GSW (40 Hr)/GSW (24 Hr) or GSW	76-100	\$750.00
Limited Task Worker (Section E) or Refresher	100-150*	\$1,000.00
Assistant Safety Officer		
Technician/Specialist for Terrorism		
*Call for fee if class size is larger than 150		

Payments by check: submit one check per class from yourself or your agency, made payable to Cal OES to address listed below. Credit card payments: submit form with final course paperwork indicating request to pay by credit card. A CSTI representative will contact you to obtain credit card information. Certificates will not be mailed until full payment is received.

To request Final Technician & Specialist certificates and cards use HM Form 270 or HM Form 240 for a Training Certification Card.

California Specialized Training Institute
Camp San Luis Obispo, 10 Sonoma Ave., Bldg. # 904
San Luis Obispo, CA 93405-7605
hmoutreach@caloes.ca.gov
(805) 594-2100

Shelby Price

From: Matthew Cooper
Sent: Wednesday, May 31, 2023 9:08 AM
To: Shelby Price
Subject: FW: Grant for HM IC

Shelby,

I have forwarded the breakdown from Dan Casner (Rising Phoenix Fire Training). Our numbers for the grant application have been adjusted to meet the GSA Per Diem, Mileage and Hotel Rates.

Thank You,

Matthew Cooper
CCFD Training Captain
775-283-7149
mcooper@carson.org

From: Dan Casner <dan@risingphoenix.training>
Sent: Monday, May 29, 2023 8:48 AM
To: Matthew Cooper <MCooper@carson.org>
Subject: Re: Grant for HM IC

Good Memorial Day Cap and Chief!

I looked and looked for that blasted email and I cannot find it. So lets start again.

I normally charge \$125 an hour for instruction when I am more than 3 hours from home. When I am less than that then I charge \$100 times 24 hours. Again I cannot remember if I quotes \$125 or \$100 so its either \$3000 or \$2400

Certificate costs; up to 25 students is \$160 total, 26 or more then jumps to \$320 since you are out of state. This being a Pro-Board certificate as well (PB wants their cut) so it is an extra \$5.50 per cert.

Per-diem is \$85 per day which covers meals, mileage, and incidentals. \$340

Hotel is another unknown cost. Just a real quick look at Hampton Inn is about \$250 a night times 3 nights. Check in July 24, 25, 26 and check out July 27.

Obviously these numbers can be played with a little based on the budget/grant constraints.

Have a great Memorial Monday

dano

Steve Sisolak
Governor



Nevada Department of
Public Safety
Dedication Pride Service

George Togliatti
Director

Sheri Brueggemann
Deputy Director

Nevada State Fire Marshal Division

Stewart Facility
107 Jacobsen Way
Carson City, Nevada 89711
Telephone (775) 684-7501 - Fax (775) 684-7518

Mike Dzyak
State Fire Marshal

May 30, 2023

Aaron Lowe, Deputy Fire Chief
Carson City Fire Department
777 S. Stewart St.
Carson City, NV 89701

Dear Chief Lowe,

The Nevada State Fire Marshal Division has received and reviewed your request dated May 25, 2023, wherein you requested assistance to fund training to host a Hazardous Material (HazMat) IC course in Carson City. After reviewing the information provided, the Division has found this training to be of great value to the Carson City Fire Department as well as other local responders.

Unfortunately, the Division is unable to provide the HazMat IC training immediately due to budget constraints. The Training & Certification Bureau is prepared to answer requests for Hazardous Material training given sufficient time to navigate the State of Nevada purchasing or contract process. The Division encourages and supports your pursuit of funding through the State Emergency Response Commission (SERC) grant application.

We certainly hope you are successful in acquiring the funding for this valuable training. Should you have any questions, please feel free to contact me.

Sincerely,

Dennis D Pinkerton

Dennis Pinkerton, Bureau Chief
Training & Certification Bureau
Nevada State Fire Marshal Division



Nevada Division of Emergency Management / Homeland Security

Prevent • Protect • Mitigate • Respond • Recover

25 May 2023

State Emergency Response Commission

107 Jacobsen Way

Carson City, Nevada

Dear SERC,

We are in receipt of Carson City's request for a hazardous materials incident commander course. This is not one of the courses we are unable to provide.

Respectfully,

David Wm. Fogerson



Nevada Division of Emergency Management / Homeland Security

Prevent • Protect • Mitigate • Respond • Recover

From Nevada Division of Emergency Management Training, we do not offer hazmat incident command training and none of our training courses are proboard certified.

Darlene Loff,

Contractor, Training & Exercise Support

**DRAFT MINUTES
of the Meeting of the
Carson City
LOCAL EMERGENCY PLANNING COMMITTEE
June 6, 2023**

The Carson City Local Emergency Planning Committee held a public meeting on June 6, 2023, beginning at 1:33 p.m. in the meeting room of Fire Station 51, 777 S. Stewart Street, Carson City.

1. Call to Order

The meeting was called to order by Chair, Sean Slamon.

2. Roll Call and Determination of a Quorum

Voting members present were Ann Cyr, Rick Cooley, Jeanne Freeman, Andy Hummel, Aaron Lowe, Joe McCarthy, Taryn Peirce, Sean Slamon, Jerome Tushbant, and Sandy Wartgow which constituted a quorum.

Voting members absent were Immanuel Beeson, Ken Furlong, P.K. O'Neill, Craig Robinson, and Dave Yohey. Non-voting member absent was Keith Forbes.

Also present were Kevin Nyberg (Carson City Fire Department), Adam Tully (Carson City District Attorney's Office), Dawn Johnson (National Weather Service), Steve Funk (Carson City Community Radio), Jacklyn Rew, Emily Gore, and Jason Aceves (Carson Tahoe Health).

3. Public Comment**

There were no public comments.

4. For Possible Action: Approval of Minutes – March 7, 2023

It was moved by Andy Hummel, seconded by Ann Cyr, with all ayes in favor that the minutes of the March 7th meeting be approved as submitted.

5. For Possible Action: Discussion and possible action regarding appointment of Kevin Nyberg as (1) a Civil Defense (Emergency Management) Personnel representative to the LEPC and (2) the Alternate Chairperson for the LEPC with a term expiring December 31, 2024.

It was moved by Aaron Lowe, seconded by Jerome Tushbant, with all ayes in favor to appoint Kevin Nyberg as (1) a Civil Defense (Emergency Management) Personnel representative to the LEPC and (2) the Alternate Chairperson for the LEPC with a term expiring December 31, 2024.

6. **For Possible Action:** Discussion and possible action regarding appointment of Jason Aceves (Carson Tahoe Health) as the Hospital representative to the LEPC.

It was moved by Jeanne Freeman, seconded by Sean Slamon, with all ayes in favor to appoint Jason Aceves as the Hospital representative to the LEPC.

7. **For Possible Action:** Discussion and possible action regarding appointment of Steve Funk from Carson City Community Radio as the alternate broadcast and print media representative to the LEPC.

It was moved by Andy Hummel, seconded by Joe McCarthy, with all ayes in favor to appoint Steve Funk as the alternate broadcast and print media representative to the LEPC.

8. **For Possible Action:** Discussion and possible action regarding appointment of Dawn Johnson (National Weather Service) as the National Weather Service's non-voting representative to the LEPC.

It was moved by Ann Cyr, seconded by Jerome Tushbant, with all ayes in favor to appoint Dawn Johnson as the National Weather Service's non-voting representative to the LEPC.

9. **For Possible Action:** Discussion and possible action regarding LEPC's Fiscal Year ("FY") 2024 application for the State Emergency Response Commission's ("SERC") Operations, Planning, Training, and Equipment Grant, for up to \$30,000, to fund equipment and operations during FY 2024.

Sean Slamon reported that this is an annual grant submitted to the SERC. It helps law enforcement, fire, and hazardous materials response for training and equipment related to managing threats and hazards that departments face that qualify under the SERC grant. Jeanne Freeman inquired why an additional radio wasn't included in the application to apply for the entire available grant amount. Kevin Nyberg explained that another piece of equipment was included and had been pulled at the last minute.

It was moved by Aaron Lowe, seconded by Sean Slamon, with all ayes in favor that the Committee approves submittal of the Fiscal Year (FY) 2024 State Emergency Response Commission's ("SERC") Operations, Planning, Training, and Equipment Grant as described to the SERC.

10. **For Possible Action:** Discussion and possible action regarding LEPC's application for the SERC's Hazardous Materials Emergency Preparedness ("HMEP") Grant, for up to \$22,000, to fund Hazardous Materials Incident Commander Training.

It was moved by Jeanne Freeman, seconded by Ann Cyr, with all ayes in favor that the Committee approves submittal of the SERC's Hazardous Materials Emergency Preparedness ("HMEP") Grant to the SERC.

11. For Discussion Only: Discussion and presentation on activities associated with the Citizen Corps Council Initiatives. (Kevin Nyberg, Jerome Tushbant, and Jeanne Freeman)

Kevin Nyberg reported the following Community Emergency Response Team (CERT) activity for the quarter:

- Just finished assisting Carson City Health with the mass care
- Recruited Carson High School members to join CERT and put them through an academy
- Were approved to move forward with applying for a grant to help fund them and will fund their manager position
- CERT in partnership with Carson City Fire Department will be hosting a Flag Retirement Ceremony on June 14th.

Jeanne Freeman reported that the Medical Reserve Corps (MRC) have aligned their program with the City's volunteer programs and will be using grant funds to pay for the City background checks, etc.

Jerome Tushbant reported that the Volunteers in Police Service (VIPS) in the calendar year so far have done 36 tows of abandoned vehicles, 125 VIN checks, and they are finishing up a citizen's academy with 25 people. On the Reserves side, Jerome reported that they have a new commander and there are good things happening there.

12. For Discussion Only: Reports of Committee Members.

Sean Slamon reported on the following for Carson City Fire Department:

- Hosting a Wildfire Preparedness Workshop in partnership with Living with Fire on June 20th.
- Recruiting for a Deputy Emergency Manager position. Sean explained that this will turn into a civilian position and was approved for next years budget so it will start after July 1st.
- Have a Firefighter recruitment going on with an academy to begin in September.
- The new fire station project is continuing to move forward; this will be on the east side of town.

Jeanne Freeman reported that Carson City Health and Human Services (CCHHS) recently set up a multifunctional tent which can be used as a mobile medical facility. This is a facility that is more suitable for wind and is fully insulated. This is also accessible to those with wheelchairs and walkers.

Jeanne noted that CCHHS is responsible for the Mass Care Plan for the City, and they put a task force together to complete this. The Plan is almost finished. They did mass care sheltering with the American Red Cross, so the Plan is set up for Carson City to initiate shelters and have the agreement in place with American Red Cross to come in and support this.

Ann Cyr reported that Carson City School District had a successful graduation last weekend. She said that summer is a busy time for the School District with safety inspections, fire inspections, etc. They will be holding their Emergency Operations Plan Training in August.

Dawn Johnson reported that all have been dealing with these non-stop thunderstorms and she provided a brief weather update.

Sandy Wartgow reported on the following for EMS (Emergency Medical Services):

- In the final stages of the EMS Study – hoping to have a draft of this by mid-June
- Seeing an increase in call volume this year from the last two years
- In the third or fourth month with new RMS System and pretty much to a maintenance phase now
- Regarding Fleet, still have not received three ambulances that are on order. This is a national problem
- Rebooting objectives of HeartStrong Program this next fiscal year

Jacklyn Rew reported that she and Emily Gore are from Carson Tahoe Hospital Specialty Designations and will be working with the Quad County EMS agencies to improve a dual sided program. EMS will be able to have access to CTH charts.

Taryn Peirce introduced Jason Aceves to the Committee. Taryn added that CTH LTACH (long term acute hospital) is closing and that the Walmart clinics are closed. Jason added that LTACH will be closed by mid-July or sooner and the lab and pharmacy will also be closing at that location. The only thing that will be at this location is the mental health facility. Jason said more changes are coming with some of their other buildings.

Andy Hummel reported on the Environmental side that spring is here, but people aren't watering much yet, so water usage is down.

Joe McCarthy reported that he is familiar with some of the workings that go on with the city and that he ran the Economic Redevelopment Department for the City for 11 years. He added that they are working on getting line of sight to their tower and transmitter. Joe then introduced Steve Funk to the Committee. Steve is the new General Manager for the Station, and he is in the Broadcasters Hall of Fame in the State of Nevada. Steve added that they aspire to be a great asset to the community and will be reaching out to public information officers to keep the community in the loop.

Rick Cooley reported on the Transportation side that Carson City Public Works is doing a lot of sweeping and pothole filling right now and they are trying to get on top of the weeds in the community.

Jerome Tushbant reported that Carson City Sheriff's Office had a busy weekend with the wine walk, carnival, graduation, and spring vibrations all in town. There were a lot more DUIs this weekend and some gang activity. There are big events coming up this summer including 4th of July, Street Vibrations, and Sheriff's Night Out which will be held on August 1st.

Aaron Lowe reported that he is retiring at the end of this month, so this is his last meeting. He thanked all Committee members for their support for the community and CCFD to get the training, classes, and equipment which allows CCFD to better improve delivery to the community.

13. For Discussion Only: Next Meeting Date: September 5, 2023

14. Public Comment**

There were no public comments.

15. For Possible Action: To adjourn

It was moved by Rick Cooley to adjourn the meeting at 2:08 p.m.

Recorder: Shelby Price

STATE EMERGENCY RESPONSE COMMISSION (SERC)
Hazardous Materials Emergency Preparedness (HMEP)

Application Kit – 2023

For Local Emergency Planning Committees

This grant is to provide for Planning and Training to prevent, mitigate and respond to hazardous materials incidents. Application and award of grants from the HMEP funds are managed pursuant to SERC policy 8.2 and 8.5. SERC policies may be reviewed at <http://serc.nv.gov>.

LEPCs are eligible for funding through this grant if they are in compliance with the Emergency Planning and Community Right-to-Know Act (EPCRA), Nevada Administrative Code (NAC), and SERC policies. Eligibility requirements can be found in SERC policies 8.1, 8.2 and 8.3.

The source of funding is derived from a federal grant from the U.S. Department of Transportation (USDOT) with a focus of preparation and response for incidents involving transportation of hazardous materials. Funds must be accounted for separate from all other grants. The Assistance Listing Number (ALN) for this grant is 20.703, (previously CFDA).

Complete all forms and provide information in the format as outlined. All the applicable sections of the template must be completed. Minor adaptations to the template may be made keeping the requirements and the purpose of the sections intact. Applications for funding must relate to the prevention of mitigation of, and/or response to hazardous materials incidents involving transportation.

Funds may only be used for expenditures incurred during the grant period specified on the sub-grant award. The federal grant expires September 30 each year through 2025. Any unexpended funds at the end of the grant period may be de-obligated.

Grant applications may need to be approved by the USDOT prior to preparation of a grant award. This process may take some time, please consider the timing of the project request when submitting applications. Please submit grant applications as soon as possible so we can start the federal approval process.

Grant funds are distributed on a reimbursement's basis. However, the LEPC may request advance funding for expenses over \$2,000 (SERC policy 8.5).

The application format is as follows:

- I. **Goals** – Identify what the LEPC would like to accomplish with the requested grant funds to prevent, mitigate and/or respond to hazardous materials incidents involving transportation. Provide detailed proposed training needs.
- II. **Objectives** – Identify the specific approaches to achieve the goals through prevention of, mitigation of and/or response to hazardous materials incidents involving transportation. Objectives need to be specific and measurable.
- III. **Line-Item Budgets** – List each item as a line item on the budget page. The amount of remaining grant funds is the maximum amount that may be requested. Please contact SERC staff for the current available amounts in the planning and training categories.
- IV. **Budget Narrative** – Explain each item listed in the line item budget.



HMEP Expenditures
Guide.pdf

Examples of eligible and ineligible expenses can be found in

After completing the application and the Activity Request form completely, a PDF version e-mailed to the SERC is preferred with any additional pages included e.g., quotes, letter of denial, etc. or you may submit the entire application package with all attachments by mail.

If you submit electronically and do not receive confirmation electronically within 24 hours on business days, please follow-up with the SERC.

Please call SERC staff at (775) 684-7511 if you need assistance.

Submit applications to:

State Emergency Response Commission
107 Jacobsen Way
Carson City, NV 89711

Please be prepared to make a presentation of your grant application to the Funding Committee or full SERC Commission. The date and location of the meetings will be announced.

Nevada State Emergency Response Commission

Hazardous Materials Emergency Preparedness (HMEP) Grant Application Planning & Training Fiscal Year 2023

Grant application for Local Emergency Planning Committees (LEPC)

The completed application must be delivered or
postmarked by

12/01/2022 if activity takes place 01/12/2023 – 04/12/2023

03/02/2023 if activity takes place 04/13/2023 – 07/12/2023

06/01/2023 if activity takes place 07/13/2023 – 09/30/2023



**State Emergency Response Commission
107 Jacobsen Way
Carson City, NV 89711
(775) 684-7511**

DO NOT RETURN THE PORTION ABOVE WITH GRANT APPLICATION

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
- ☒ If Training – Brochure and GSA Rates
- ☒ Certified Assurances
- ☒ LEPC Compliance Certification (signed by Chair)
- ☒ Electronic version e-mailed to 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

GRANT APPLICATION CHECK SHEET

Was on
HMEP grant
application

LEPC: Carson

☐ LEPC is in compliance

Grant: HMEP Midwayde

☒ Received by Due Date

☒ Title Page – math is accurate / signed

☒ Goals completed

☒ Objectives completed

☒ Budgets

☒ If Training – brochure included

☒ If Training – DEM/SFM denial letters included - Need

☒ If Travel – GSA rates included

☒ If Equipment – quotes included

☒ If Radios – communications questionnaire included

☒ Operations – is Clerical requested (check Budget Narrative)

☒ Budget Narrative(s) completed

☒ Certified Assurances completed / signed

☒ LEPC Compliance Certification completed / signed

☒ If HMEP – Activity Request Form completed

☐ If HMEP – Activity Request will need to be approved by HMEP

☒ LEPC meeting minutes approving submittal of grant application - Need

Grant \$ amount: \$23000.00 Total \$ amount available: _____

Reviewed by: Brandi Salisbury