

Meeting Minutes

Nevada State Emergency Response Commission (SERC)

Bylaws Committee Meeting

Thursday, February 12, 2025 – 10:00am

Zoom Meeting

Go to **ZOOM.com** select join meeting
Meeting ID: 880 832 1251 / Password: hazmat

Dial in: 1 669 900 6833
Meeting ID: 880 832 1251 / Passcode for phone: 706628

Committee Members: David Sellen (Chair), Eric Santos, Richard Brenner, Michael Morton, Amanda Windes

The Committee may take action on items marked "Discussion / For Possible Action". Items may be taken out of the order presented on the agenda at the discretion of the chairperson. Items may be combined for consideration by the Committee at the discretion of the chairperson. Items may be pulled or removed from the agenda at any time.

- **CALL TO ORDER (Non-action Item)**
 - David Sellen called the meeting to order at 10:03AM
- **ROLL CALL, CONFIRM QUORUM, AND INTRODUCTIONS (Non-action Item)**
 - Roll was taken and a quorum was present
- **PUBLIC COMMENT (Non-Action Item)** – No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. Public comments are limited to three minutes unless the Committee elects to extend the comments for purposes of further discussion. Comments will not be restricted based on viewpoint.
 - Mr. Sellen called for a public comment. There was none.
- **APPROVAL OF FEBRUARY 22, 2024 MINUTES (Discussion/For Possible Action)** The Committee will review and may approve, with or without amendments, or deny the February 22, 2024, Committee meeting minutes.
 - Richard Brenner made a motion to approve the February 22, 2024 By Laws Committee Meeting minutes. Eric Santos seconded that motion. The motion was approved unanimously.
- **REVIEW ANY EXCEPTIONS FOUND BY SERC STAFF IN THE DOCUMENTS SUBMITTED BY THE LOCAL EMERGENCY PLANNING COMMITTEES (LEPCs) TO STAY IN COMPLIANCE WITH SERC POLICIES – MEMBERSHIP LIST AND BYLAWS (Discussion/For Possible Action)** – The Committee will review any exceptions found by SERC staff in the LEPC Membership List and Bylaws

submissions. The Committee will notify the LEPC and SERC of any deficiencies. LEPC submission exceptions may include, but are not limited to: Carson County LEPC, Churchill County LEPC, Clark County LEPC, Douglas County LEPC, Elko County LEPC, Esmeralda County LEPC, Eureka County LEPC, Humboldt County LEPC, Lander County LEPC, Lincoln County LEPC, Lyon County LEPC, Mineral County LEPC, Nye County LEPC, Pershing County LEPC, Storey County LEPC, Washoe County LEPC, and White Pine County LEPC.

- Brandilyn Baxter shared the documents containing all seventeen LEPCs Membership Lists and Bylaws that were submitted to SERC by 1/31/2025.
- Mr. Brenner stated that Douglas County, Elko County, Mineral County, Nye County, Pershing County and White Pine County all had discrepancies.
- Baylee Hampton stated that she has sent out correspondence to the mentioned counties.
- Mr. Santos made a motion to approve all seventeen LEPC Membership Lists and Bylaws. Amanda Windes seconded the motion which was approved unanimously.
- **UPDATE SERC BYLAWS FOR COMPLIANCE (Discussion/For Possible Action)** – The Committee will review the current SERC Bylaws, and any submitted suggested changes. Possible action may include recommendations to the SERC to approve or approve with recommended changes.
 - Ms. Baxter showed the SERC ByLaws. Mr. Brenner made a motion to approve the SERC ByLaws with no changes. Eric Santos seconded that motion. The motion was approved unanimously.
- **PUBLIC COMMENT (Non-action Item)** – No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. Public comments are limited to three minutes unless the Committee elects to extend the comments for purposes of further discussion. Comments will not be restricted based on viewpoint.
 - Mr. Sellen called for a public comment.
 - Mr. Santos gave kudos to the SERC Staff for streamlining the ByLaws meeting and all the behind-the-scenes work.
 - Mr. Sellen thanked the SERC Staff for all their hard work.
 - Mr. Brenner also thanked SERC staff for their hard work.
- **ADJOURNMENT (Discussion/For Possible Action)**
 - Mr. Sellen called for adjournment. Mr. Brenner made a motion to adjourn the meeting. Mr. Santos seconded that motion. The motion carried unanimously. The meeting was adjourned at 10:47AM.

This is a public meeting. In conformance with the Nevada Public Meeting Law, I, Brandilyn Baxter on behalf of SERC posted or caused the posting of this agenda on or before February 05, 2025, 10:00am, at the following locations:

State Emergency Response Commission – 107 Jacobsen Way – Carson City
Nevada State Library & Archives – 100 North Stewart Street – Carson City
Grant Sawyer Building – 555 E. Washington Street – Las Vegas

Department of Transportation – 123 East Washington Avenue – Las Vegas
Department of Transportation – 1263 Stewart Street – Carson City
Department of Transportation – 1951 Idaho Street – Elko
Department of Transportation – 1401 East Aultman Street - Ely
Nevada Legislative Counsel Bureau – 401 South Carson Street – Carson City
SERC web site – <http://serc.nv.gov>
Nevada Public Notice Website – <https://notice.nv.gov>

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

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