



Meeting Minutes Emergency Preparedness Working Group

Attendance	DATE	Tuesday, March 27 th , 2018	
	TIME	1:30 P.M.	
	LOCATION	Nevada Division of Emergency Management Training Room 2478 Fairview Drive Carson City, NV 89701	
		Clark County Fire Department – Station #18 2 nd Floor Conference Room 575 E. Flamingo Road Las Vegas, NV 89119	
	METHOD	Teleconference – Videoconference	
	RECORDER	Shea Schultz	
Committee Members	Present	Staff and Others	Present
Caleb Cage	X	Sonja Williams	X
Ken Elgan (Esmeralda)	X	Stephanie Parker	X
Jeff Knudtson (Elko)	X	Kelli Anderson	X
John Steinbeck (Clark)	X	Justin Luna	X
Vance Payne (Nye)	X	Dave Drew	X
Eric Holt (Lincoln)		Jon Bakkedahl	X
Tim Woolever (White Pine)	X	Kendall Herzer	X
		Elaine Zimmerman	X
		Missy Molt	X
		Karen Taylor	X

1. CALL TO ORDER AND ROLL CALL

Chair, Chief Caleb Cage, called the meeting to order. Stephanie Parker called roll and quorum was established.

2. PUBLIC COMMENT

Chair, Chief Caleb Cage, opened the meeting for public comment. There was none.

3. APPROVAL OF MINUTES

Chair, Chief Caleb Cage, gave members the opportunity to review the minutes from December 21st, 2017. Vance Payne made a motion to approve the minutes and Tim

Woolever seconded. There was no further discussion. All were in favor and the motion carried.

4. OVERVIEW AND DISCUSSION ON THE EPWG, PREVENTATIVE RADIOLOGICAL, NUCLEAR DETECTION (PRND) PROGRAM AND THE STATE EMERGENCY RESPONSE COMMISSION (SERC)

Jon Bakkedahl with the Division of Emergency Management (DEM) provided an update on the PRND Program. He explained the process of developing a State Concept of Operations and a sustainment document. These two draft documents were recently signed off on by Chief Cage and distributed via email to the initial working group that developed it last week. These will be sent out to all local and county emergency managers and points of contact within specific agencies as well.

Jon continued explaining that the Concept of Operations document details everything from the initial hit, to the secondary confirmation, to identification, and so on for each jurisdiction to the state level. He noted that DEM will be the coordinating property of this and will begin with making an entry into WebEOC and ensuring all initial notifications are done. The sustainment document was created to ensure that this does not fail should someone leave their agency and will help maintain the radiation control document.

Jon advised members that SERC created another radiological committee within SERC that he is now the Chair of. This committee currently consists of six members, and they are looking for a seventh from Nye County. He explained this committee will function as a body for jurisdictions to ensure there is a safe platform for equipment, training, exercises, and calibration of equipment. This committee is organized through DEM with DEM housing policies and SERC managing them. He added that it will be the eyes and ears for understanding of what everyone has, where it is, who knows how to use it, when it's calibrated, who wants to buy equipment, and the funding of equipment.

There will be a SERC meeting on April 12th and from there the radiological committee date will be issued.

Vance Payne suggested considering engaging the Department of Energy (DOE) at the WIPP level and at the Nevada level. He explained that it could leverage any resources or suggestions they might have for funding to support the effort statewide. There was brief discussion on this. Jon will contact DOE on who they recommend.

Dave Drew clarified that these documents contain purchase lists for equipment. Jon confirmed and added that there are additional recommendations for calibration, training, and exercise cycles.

Chief John Steinbeck clarified that the state will go through all the notifications and if this will be tested. Jon confirmed and advised this will be tested.

Chief Cage asked Jon to walk through the process and what a notification to SERC looks like. Jon explained that any call of any radiological situation will be reported to the DEM Duty Officer. The Duty Officer will make the immediate and appropriate notifications and create a log. He spoke to an error in a recent incident where there was notification made to the DEM Duty Officer. He added that SERC will be the administrator of ensuring calibrations, training, exercise, equipment purchases are happening, and maintaining documents while DEM will house the documents and act as the duty officer.

Chief Cage recommended the committee considers putting together a conference call for appropriate groups to put the policy out in a distilled way and having a discussion. This would assist in the outreach of the process. Jon was in agreement and spoke to some single page cliff notes he has.

Dave Drew noted that in his prior work they had a rule that anytime there was a reportable quantity of any hazardous material that the DEM Duty Officer was notified, and questioned if this was still the case. Jon explained that with radiological materials it is difficult to reach as few materials hit the reportable quantity threshold. There was brief discussion on making any amount of material a reportable quantity.

Chief Steinbeck questioned who (owner, response agency, county, etc.) would be reporting. Jon advised there are specific rules in place and the responder would be responsible for making the call to DEM and the shipper/owner of a facility would be responsible for making the initial notification. From the immediate notification to DEM, DEM will make reverse notifications to others to ensure they are aware and able to respond and notify as necessary.

Chief Steinbeck commented on working on their interstate mutual aid agreement and noted he wants any resource requests to the state to go through his office. Jon explained that they would not receive direct resource requests. He spoke to a recent event where notification was made from a federal level to a federal level and federal response took place until DEM was notified. Then DEM was able to contact locals. Chief Steinbeck stressed the importance of ensuring the proper chain is followed for this process.

Chief Cage commented on the sustainment plan and asked if there is a maintenance plan in place for this as well, in case when going through the process something needs to be amended. Jon explained that the request would be taken to the SERC radiological committee where it would be reviewed and voted on. If approved, they would make the change, give the document to Chief Cage for signature, and then release the updated version.

5. UPDATES ON CURRENT EMERGENCY PREPAREDNESS WORKING GROUP (EPWG) GRANT PROGRAM FUNDING

Sonja Williams provided members with a brief update on the current funding. She apologized that the balances were not the most current due to a backlog of quarterly financial reports (QFRs), and thanked everyone for their patience. She advised that last week the applications for FY18 funding were sent out with a due date of April 10th, 2018. These applications should be submitted to her. For FY18, \$557,029 is available and once applications are received they will go over funding allocations at the next EPWG meeting.

Elaine Zimmerman with Lincoln County noted an issue with the balance on the cumulative FY spreadsheet. Sonja will look into this.

Chief John Steinbeck asked if there was anything they could do as a group to assist. Sonja reminded members to submit their quarterly progress reports that are due from the end of March. This will ensure there is no delay in processing of the QFRs.

Kelli Anderson reminded members to ensure they coordinate their allocations between EPWG and the Emergency Management Preparedness Grant (EMPG) to ensure they aren't double requesting funding. She advised there is flexibility in the due date for EPWG as there is not a hard deadline; however EMPG does. These applications should be prioritized.

Chair, Chief Caleb Cage, noted that the total balance of funds for FY12-FY14 is \$740,000. He spoke to a prior conversation regarding concern that the leftover dollars would signal to federal partners that this is not a valuable resource here at the state level. He questioned if this was a correct recollection and what can be done to spenddown these funds.

Kelli Anderson explained that the challenge with EPWG is that it is a running grant and the way DEM allocates the funding. She recommended members take a look at their balances for these years. She spoke to a couple options that can be done if they are not going to spend down funds.

Chief John Steinbeck spoke to the need to protect this grant as it is beneficial for the local jurisdictions. He recommended that after 36 months if funding is not spent that it be deobligated for DEM to take and push back out to be processed through the system. Vance Payne noted his agreement with this. There was discussion on how this would be beneficial.

Chief Cage advised that he would like to have proposed policy recommendations ahead of time before taking a vote on anything like this to prepare members. It was noted that it would need to be an action item. Chief Steinbeck requested that this be

included in the agenda at the next meeting. Chief Cage noted his support for this and it will be added to the next meeting.

Sheriff Ken Elgan recommended checking the EPWG Bylaws to see how this idea would affect those. Chief Cage agreed and added that this should be done with the PRND program as well to see how it fits with the Bylaws. This will be addressed at a future meeting.

6. REQUEST TO REALLOCATE EMERGENCY PREPAREDNESS WORKING GROUP (EPWG) GRANT PROGRAM FUNDS

Sonja Williams provided a brief overview of the project change request that was submitted for Clark County. This request will move \$35,000 from the \$40,000 they had budgeted for unmanned aerial vehicles (UAVs) for additional EOC equipment. She requested that in the line item budget they eliminate the word “any” and provide more detail on what they would like to purchase.

Chief John Steinbeck provided additional background information on their request. He explained that time of developing their budget for the UAV program in Clark County they were anticipating it being more expensive. They have since made a decision to purchase less expensive equipment and run a test program to see how it works first. This change will allow them to finish off some of the capabilities of their Multi-Agency Coordination Center (MACC).

Sonja added that with regard to their drones Chief Steinbeck will need to get in touch with Jim Walker with DEM.

Vance Payne made a motion to approve the project change request as amended. Chief Tim Woolever seconded. All were in favor and the motion carried.

There was discussion among members regarding Clark County’s UAV program. Chief Cage spoke to Sonja’s prior comment on drones and the last legislative session and the passing of Assembly Bill 239 (AB239). This bill outlines requirements for drones, the requirement for the Department of Public Safety (DPS) to create regulations, and a registry for non-law enforcement uses of a drone. The regulations have been approved and the registry has been created. He advised that if they have or are creating a program within their organization there is a one page registration form that needs to be submitted to DEM for the registry. Chief Steinbeck asked when in the process this is required. Chief Cage explained that it is his understanding that the registry requirement comes into effect at the operational level.

7. PUBLIC COMMENT

Chair, Chief Caleb Cage, opened the meeting for public comment. There was none.

8. ADJOURN

Chief John Steinbeck made a motion to adjourn the meeting. Vance Payne seconded. Meeting was adjourned.