



Meeting Minutes Emergency Preparedness Working Group

Attendance	DATE	Wednesday, January 4, 2017	
	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 Emergency Operations Center – Second Floor 575 E. Flamingo Road Las Vegas, NV 89119	
	METHOD	Teleconference – Videoconference	
	RECORDER	Erica Hall	
Committee Members	Present	Staff and Others	Present
Rick Martin	X	Kelli Anderson	X
Ken Elgan (Esmeralda)	X	Caleb Cage	X
Jeff Knudtson (Elko)		Erica Hall	X
Irene Navis (Clark)	X	Lorayn Walser	X
Vance Payne (Nye)	X	Dave Drew	X
Rick Stever (Lincoln)	X	Sonja Williams	X
Tim Woolever (White Pine)	X	Annette Anderson	X
DOE Representative	X	Suz Coyote	X
		Shea Schultz	X
		Jon Bakkedahl	X
		Justin Luna	X
		Samantha Ladich (DAG)	X
		Chudi Onowu (DOE)	
		Carol Dinsman (DOE)	X
		Janet Appenzeller-Wing (DOE)	
		Missy Molt	X

1. CALL TO ORDER AND ROLL CALL

Chair, Rick Martin, called the meeting to order. Erica Hall called roll and a quorum was established.

2. PUBLIC COMMENT

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Chair, Rick Martin, opened discussion for public comment. There was none.

3. APPROVAL OF MINUTES

Chair, Rick Martin, gave committee members the opportunity to review the minutes from July 27th, 2016.

Vance Payne made a motion to approve the minutes as submitted and Rick Stever seconded. There was no further discussion. All were in favor and the motion carried.

4. NEW CHAIRPERSON OF THE EMERGENCY PREPAREDNESS WORKING GROUP

Chief Caleb Cage introduced himself to the members. He provided some comments on Rick's upcoming departure from the Nevada Division of Emergency Management (NDEM) and noted his future intentions to become Chair of the Emergency Preparedness Working Group.

Rick Martin extended his appreciation and gratitude for the opportunity to work with the group.

Vance Payne commended Rick for his work with the group and extended well wishes for the future.

Irene Navis commented on how the committee has operated to date and that she believes it will continue under the new leadership as well.

Carol Dinsman questioned who the future point of contact for the federal to state partnership will be. Chief Cage advised that Kelli Anderson will be the person to contact.

Chief Cage commented on the current process of the program and how it allows flexibility with the partnership between the counties. He advised they intend to continue with this process.

5. UPDATE ON FEDERAL FISCAL YEAR (FFY) 2012-2015 EPWG GRANT BALANCES AND GRANT PERFORMANCE PERIODS

Kelli Anderson provided an update and overview on the total 2012-2015 balances:

- 2012: \$37,862.46
- 2013: \$50,462.77
- 2014: \$129,337.78
- 2015: \$205,269.83

The total for all years is approximately \$422,932.

Kelli advised the next step is to work toward getting 2012 through 2014 spent down. She noted that with incoming funding from 2016 and 2017 they are looking at having \$1.15 million on the books that needs to be spent down. She noted that she wants to remain transparent in their processes. She stressed the importance of working toward and making progress on getting the balances spent. She noted the need to draw down and report on time to show that the money is needed. She does understand that at times this may be difficult. She advised NDEM is available to assist as necessary and encouraged anyone to reach out if they needed help.

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Chief Cage advised he is in agreement with Kelli in that they should be proactively looking at spending down these funds. He stated he does not want to be in a position to send federal funding back to the government. He noted these are resources that are not replaceable and that it is in everyone's best interest to show that the funds are necessary. He added that the goal is to ensure they are keeping an eye on this spending and his desire to continue administering this program efficiently.

6. EPWG BYLAWS REVIEW AND ADOPTION

The committee was provided with draft bylaws. Chief Cage noted that he is aware there has been difficulty in getting these approved in the past due to various issues. He noted that he would like to walk out of today's meeting with approved bylaws and opened the meeting for discussion.

Vance Payne commented that the Purpose, Mission, and Authority leave out parts of the original bylaws that discuss the relationships between the state, DOE, and the participating counties. He explained that he would like to not lose track of this so everyone remains aware of how this program came into place.

Vance provided Chief Cage with copies of the old bylaws from 2003 as reference. Kelli Anderson noted that a new Agreement In Principle (AIP) was signed between DOE and the state. She advised the new bylaws reflect this new agreement and continued to explain how this worked.

Vance stressed the importance of not straying from the original purpose of the program and how it was started to protect the transportation corridors and commerce over them. He stated that this is his number one concern right now.

Chief Cage stated the Authority from the 2003 bylaws as well as the updated, proposed bylaws. He noted that the difference between the two is a line that states, "EPWG is subject to and under direction and control of the Chief of NDEM and the DOE." Vance suggested keeping this line in the proposed bylaws so there is continuity between those that are providing, distributing, and using funds.

Kelli Anderson noted that the DOE has made it clear in the new AIP that the administrator of the program is the State of Nevada. She wants to ensure that it is understood that it is not the state and DOE, but rather the state and DEM that are in partnerships with this program.

The new recommended Authority for the bylaws would read, "The Emergency Preparedness Working Group ("EPWG") was established by the Chief of the Division of Emergency Management ("Chief") through the authority granted in NRS 414.040, which authorizes the Chief of the Division to carry out programs for emergency management. The EPWG is subject to and under the direction and control of the Chief of NDEM and the DOE."

In regard to the Purpose and Mission of the bylaws there was concern that what is proposed is too broad that it allows more authority than original. Vance Payne would like to have it be more consistent and focused on the mission and outline what the funds should be used for.

Chief Cage suggested adding the following line from the 2003 bylaws, "The purpose of the grant program is to provide assistance to the counties located along the low level waste transportation routes in Nevada in developing an operational level emergency response capability."

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There was discussion regarding low level waste transport and the concern with the crossover into other areas. Kelli Anderson commented that they all practice leveraging and that this is comprehensive emergency management. She noted that no federal program wants equipment purchased and not used in a different situation if it is available. However, procurement for the equipment should be driven by the appropriate program and purchased responsibly.

Irene Navis agreed with Kelli and noted that it is very important to remember that. She commented that this is why they need to broaden the purpose statement and overall strategy to manage the money to ensure everyone has what is available. She added that to have success when a disaster happens they need to continue to build programs to support each other. She suggested adding language that mentions the coordination and leveraging of resources in order to affect the overall goal of protecting the transportation corridor.

Vance suggested adding additional wording from the 2003 document that talks about the transportation corridor and the coordination of multi-county initiatives such as equipment standardization. As well as allowing the flexibility as a committee that promotes activities and contributes toward building disaster resistant communities.

Chief Cage proposed the following for the Purpose and Mission of the bylaws:

“The purpose of EPWG is to provide a forum for coordination of low level waste program between Nevada National Security Site (NNSS) and Nevada, the Division of Emergency Management, and the counties listed. The purpose of the grant is to provide assistance to the counties located along the low level waste transportation routes in Nevada in developing an operational level emergency response capability.

Working group objectives include:

1. Grant administration coordination, including development of grant guidelines, standardization of grant applications and reporting requirements, and coordination of other crosscutting grant administrative issues.
2. Coordination of multi-county initiatives such as equipment standardization, enhancements of communication systems, training development, and conduct.
3. Concurrence on the NNSS/NV grant funding distribution.
4. Coordination of NNSS/NV equipment loans to the six counties.
5. As a committee, the EPWG promotes activities that contribute in a meaningful way toward building disaster resistant communities in the State of Nevada.”

Vance Payne was in agreement with what was proposed.

There was discussion regarding the grant administration portion and any legal issues that may come into play. Samantha Ladich advised she did not see a legal issue with it. Kelli Anderson commented that she didn't believe there was an issue with the wording. Chief Cage explained his understanding of the statement.

There was discussion on calling it a program vs. a grant. Samantha pointed out that the AIP does refer to it as a grant program and recommended keeping it consistent.

Tim Woolever noted this agenda item is up for possible action.

Chief Cage continued through the Membership, Meetings, Subcommittees, Voting, and Officers and Duties sections of the proposed bylaws.

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Chief Cage advised he would like to remove a portion of the Officers and Duties section that requires the Chair to provide a report to the Governor. He advised they already do an annual report that covers this.

He continued through the remaining sections of the proposed bylaws.

Irene Navis questioned the need for a Vice Chair. Vance Payne advised it may be appropriate should the Chair be unavailable. Irene proposed making a future agenda item regarding the Vice Chair.

Rick Stever had a question on Section III, first sentence in the proposed bylaws. He commented that it may be appropriate for the counties to designate their representatives. There was additional discussion regarding this. Samantha Ladich acknowledged that DEM tends to go with who is recommended by each county.

Chief Cage suggested having it state, “The Chief shall appoint one member from each eligible county to serve on the EPWG upon recommendation of the county manager.” There was additional discussion on the language, but overall agreement on adding this into the bylaws.

Vance Payne had a question on Section III, third paragraph regarding the addition of counties in the bylaws. He stated as his county’s representative he would like to have some input should other counties be added. Samantha Ladich noted that any addition of counties would come down to the AIP as it sets out which counties are involved. She suggested changing it to state, “New member counties may be added to the EPWG eligible member agencies list. The addition of new membership will be at the discretion of the Chief and based upon the AIP.”

Rick Stever questioned the use of proxies. Chief Cage noted this is in NRS and read it to the committee. Samantha Ladich advised there is an exception that allows it if it is expressly authorized in their legal authority.

Chief Cage read through the sections that required changes of the draft 2017 EPWG Bylaws based on previous discussion:

I. Authority

The Emergency Preparedness Working Group (“EPWG”) was established by the Chief of the Division of Emergency Management (“Chief”) through the authority granted in NRS 414.040, which authorizes the Chief of the Division to carry out programs for emergency management. The EPWG is subject to and under the direction and control of the Chief of NDEM and the DOE (Department of Energy).

II. Purpose and Mission

The purpose of EPWG is to provide a forum for coordination of the low level waste program between Nevada National Security Site (NNSS), the Nevada Division of Emergency Management, and the counties of Clark, Elko, Esmeralda, Lincoln, Nye and White Pine County. The purpose of the grant program is to provide assistance to the counties located along the low level waste transportation routes in Nevada in developing an operational level emergency response capability.

Working group objectives include:

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1. Grant administration coordination, including development of grant guidelines, standardization of grant applications and reporting requirements, and coordination on other crosscutting grant administrative issues.
2. Coordination of multi-county initiatives such as equipment standardization, enhancement of communication systems, and training development and conduct.
3. Concurrence on the NNSG grant funding distribution.
4. Coordination of NNSG equipment loans to the six counties.
5. As a committee, the EPWG promotes activities that contribute in a meaningful way toward building disaster resistant communities in the State of Nevada.

III. Membership

The Chief shall appoint one member from each eligible county based on the recommendation of the respective county management to serve on the EPWG. Each EPWG member (also known as voting member) will serve at the pleasure of the Chief.

The eligible counties are:

1. Clark County
2. Elko County
3. Esmeralda County
4. Lincoln County
5. Nye County
6. White Pine County

New counties may be added to the EPWG eligible member agencies list. The addition of new members will be at the discretion of the Chief based on the AIP.

Meetings (IV), Subcommittees (V), and Voting (VI) came with no changes.

VII. Officers and Duties

The officers of the EPWG shall consist of the Chair and Vice Chair.

- a) Chair – The Chair is appointed by the Chief. The Chair convenes meetings and is the presiding officer at all meetings, and prepares the official meeting agenda. The chair is the leader of the EPWG and appoints subcommittee chairmen.
- b) Vice Chair – The Vice Chair is appointed by the Chief and presides in the absence of the Chair.

There were no changes to Administrative Support (VIII) or Amendments (IX).

Vance Payne made a motion to approve the bylaws as stated and Tim Woolever seconded.

Carol Dinsman advised changing NNSG to NNSA in a portion of the proposed bylaws. She noted the NNSA is the agency and NNSG is the site, so wherever the bylaws discuss the agency it should reference the NNSA.

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Chief Cage advised they need to amend the motion. If acceptable it should include a statement giving DEM the authority to work with DOE partners to ensure references to NNSA are accurately reflected in the bylaws.

Vance Payne amended his motion to include what was discussed and allow DEM to interact with NNSA to ensure the language is appropriate and correct. Tim Woolever seconded. All were in favor and the motion carried.

7. REQUEST TO REALLOCATE EMERGENCY PREPAREDNESS WORKING GROUP GRANT PROGRAM FUNDS

Kelli Anderson noted the three project change requests (PCRs) for Clark County, White Pine County, and Esmeralda County and allowed each county to provide an overview of what they are requesting.

Irene Navis provided an overview of Clark County's project change request. She advised they are making this request in an effort to spend down their outstanding balances and to ensure they are using their funding for county priorities. She noted for FY12 they are requesting a change for \$9446.01 for continuation of work previously performed under this grant. She advised they were able to accomplish a portion of what was initially proposed; however, they were unable to get the input they needed from first responders that would be implementing the plan. She explained this request is intended to do this and would allow for an updated annex to their Emergency Operations Procedure (EOP) and would add a component to their Hazardous Materials Response Plan that will incorporate radiation response.

Kelli Anderson clarified the request by adding the following from the agenda, "The initial work performed under this award identified the best practices and hazardous materials response plans. Clark County would like to use their remaining funds to hire a contracted consultant to facilitate a stakeholder workshop to gather input to develop the radiation response enhancements to Clark County's Emergency Operations Procedure and Hazardous Materials Response Plan."

Vance Payne made a motion to approve paragraph one, Clark County's FFY2012 changes. Rick Stever seconded. All were in favor and motion carried.

Kelli Anderson read into record the following from the agenda, "Clark County (Federal Fiscal Years 2013 and 2015) – FFY 2013 Clark County requests to move \$7,404.00 from the Planning category to the Equipment category to purchase additional telephones, supporting data switches and audio/visual connectivity enhancements for the Multi-Agency Coordination Center and the Emergency Operations Center. FFY 2015 Clark County requests to move \$40,000.00 from the Consultants/Contracts category to the Equipment category to purchase 20-25 laptops and associated software to increase the functionality of the Multi-Agency Coordination Center and Emergency Operations Center. The \$40,000.00 is no longer needed in the Consultants/Contracts category because the consultant is being paid out of FFY 2014 funding."

Kelli clarified that the two years were combined as they are for the same project.

Irene provided an explanation for their request. She advised this change would allow for the county to reach their overall goal of having a fully functional Multi-Agency Coordination Center.

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Vancy Payne made a motion to approve changes for FFY13 and FFY15 for Clark County. Tim Woolever seconded. All were in favor and motion carried.

Kelli Anderson read into record White Pine County's request from the agenda, "White Pine County (Federal Fiscal Year 2014) – This request is to move \$13,589.00 from the Equipment category for Radiological Detectors to: \$8,971.00 for a copy machine, \$2,528.00 for phones, \$1,410.00 for one computer monitor and Microsoft Office for 5 computers, and \$680.00 for a USB camera with speakers."

Tim Woolever explained their change request will provide White Pine County with a fully operational Emergency Operations Center.

Vance Payne made a motion to approve paragraph three, White Pine County changes for FFY14. Rick Stever seconded. All were in favor and the motion carried.

Finally, Kelli read into record Esmeralda County's request from the agenda, "Esmeralda County (Federal Fiscal Years 2012, 2013 and 2014) – Due to time sensitive issues this Project Change Request has already been approved by the Nevada Division of Emergency Management's grant staff. FFY 2012, \$1,461.38 was moved from Travel to Equipment for Automatic Stretcher Lift and \$75.30 was moved from Turnout Equipment to Equipment for Automatic Stretcher Lift. FFY 2013, \$14,546.57 was moved from Training to Equipment for Automatic Stretcher Lift and \$2,000.00 was moved from EPWG Travel Meetings to Equipment for Automatic Stretcher Lift. FFY 2014, \$6,941.75 was moved from Training to Equipment for Automatic Stretcher Lift. The total of the FFY 2012, FFY2013, and FFY 2014 project change is \$25,025.00."

Kelli explained that this request is leveraging the three grant years to purchase the single piece of equipment. JD Boteler added that with this request they were able to spend down some of their funds and allowed for the purchase of a highly appreciated piece of equipment for their medical services.

Kelli advised that due to time constraints they were able to push this request through the SSA, but in an effort to remain transparent it was added as an agenda item for discussion and review for approval.

Vance Payne made a motion to approve paragraph four, Esmeralda County changes for FFYs '12, '13, and '14. Irene Navis seconded. All were in favor and the motion carried.

Tim Woolever questioned splitting the changes across different years. Kelli Anderson clarified that when splitting the years for one purchase there isn't an issue. But, it does become an issue when splitting grants and years as there can be variations between performance periods. This can become difficult to manage.

Vance Payne asked Kelli Anderson if there was a total dollar amount for the years that need to be cleaned up. Kelli advised the total amount is \$422,932, but each county was provided with a breakdown of that amount. She added that the amounts shown and what each county has may be different due to different variables, but what is shown should be fairly close.

Vance Payne commented on the work Dave Drew has done for his agency in regard to radiation equipment. He advised he would like to see new equipment brought onboard to be distributed and managed by Dave Drew through DEM and used by all six counties. This would ensure that all equipment, certification, calibration, and training is consistent

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throughout the state. Samantha Ladich advised this would need to be placed on the next agenda.

Irene Navis requested an agenda item discussing leftover funds, funds they are having trouble expending, or high priority items for the group overall. Vance advised he is in agreement with this.

Chief Cage advised that for the next meeting there would be an agenda item that would say, “Coordination of multi-county initiatives such as equipment standardization, enhancement of communication systems, and training development and conduct.”

8. PUBLIC COMMENT

Chief Cage opened the meeting for public comment.

Missy Molt from Nye County asked when FFY17 applications would be released. Kelli Anderson advised EPWG applications would be released alongside EMPG applications within the next thirty days.

Rick Stever advised Lincoln County would be looking at a probable project change request for an ambulance. He provided background on why they will be making this request and stated they are now without an ambulance. Kelli Anderson recommended they put the request in and the agency will review. Vance Payne advised he may have a solution and they will discuss at a later time.

Rick Stever advised they would be looking at another project change request for communication equipment to better enhance communications in the county.

Chief Cage advised they would reach out to the counties to ensure they receive any additional project change requests or suggested agenda items for the next meeting.

Vance Payne extended his appreciation to Rick Martin for the work he has done for Nevada.

9. ADJOURN

Irene Navis made a motion to adjourn the meeting. Vance Payne seconded. Meeting was adjourned.