



## Meeting Minutes Emergency Preparedness Working Group

<b>Attendance</b>	<b>DATE</b>	Thursday, June 7 <sup>th</sup> , 2018	
	<b>TIME</b>	1:30 P.M.	
	<b>LOCATION</b>	Nevada Division of Emergency Management Training Room 2478 Fairview Drive Carson City, NV 89701	
		Clark County Fire Administration Building 2 <sup>nd</sup> Floor Conference Room 575 E. Flamingo Road Las Vegas, NV 89119	
	<b>METHOD</b>	Teleconference – Videoconference	
<b>RECORDER</b>	Shea Schultz		
<b>Committee Members</b>			
	<b>Present</b>		<b>Present</b>
Caleb Cage	X	Vance Payne (Nye)	
Ken Elgan (Esmeralda)	X	Eric Holt (Lincoln)	X
Jeff Knudtson (Elko)	X	Bill Ward (White Pine)	
John Steinbeck (Clark)	X	Chudi Onuwu (DOE)	X
<b>Staff and Others</b>			
	<b>Present</b>		<b>Present</b>
Sonja Williams	X	Matt Kirkland	X
Kelli Anderson	X	Tammy Davis	X
Justin Luna	X	Karen Taylor	X
Dave Drew	X	Shea Schultz	X
Jon Bakkedahl	X	Kelly Snyder	X
Kendall Herzer	X		

### 1. CALL TO ORDER AND ROLL CALL

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

### 2. PUBLIC COMMENT

Chair, Chief Caleb Cage, opened the meeting for public comment.

Scott Lewis introduced himself as the fire chief in Pahrump. He advised he will be taking Vance Payne’s position as the emergency manager on July 2<sup>nd</sup>, 2018.

**3. APPROVAL OF MINUTES**

Chair, Chief Caleb Cage, gave members the opportunity to review the minutes from March 27, 2018. Chief Jeff Knudtson made a motion to approve the minutes and Sheriff Ken Elgan seconded. There was no further discussion. All were in favor and the motion carried.

**4. DISCUSSION ON POLICY RECOMMENDATIONS FOR EMERGENCY PREPAREDNESS WORKING GROUP (EPWG) GRANT PROGRAM FUNDING**

Chair, Chief Cage advised there are not many updates to the development of funding policies internally due to other work that is being done. He commented on prior meetings and the desire of members to ensure the policies match the purpose for the funds and prioritization of those. He opened the meeting for discussion.

Chief Knudtson questioned if there is a list of priorities and if it is still all-hazard. Chief Cage advised there is a basic outline in the bylaws and that it is still all-hazard.

Chief John Steinbeck advised that at the last meeting he requested this item be added to the agenda to discuss timeline restrictions on jurisdictions with regard expending funds. He believes that there should be a three year max with no further extensions on funds. He explained that having grants open back to 2012 is problematic when requesting additional funding and with managing multiple grant years.

Chief Knudtson noted he would like time to work on prior years before the three year program is initiated. Chief Steinbeck added that any policy that is put in place would have a start date to allow the jurisdictions to clean up and close any prior grant years.

Sheriff Ken Elgan was in agreement of the three year limit and suggested implementing it in the next fiscal year.

Chief Cage asked for a motion. Chief Steinbeck made a motion to have the bylaws reflect that from the 2018 EPWG grant application forward there is a 36 month performance period maximum with no extensions, and at the conclusion of that time the Division of Emergency Management (DEM) re-obligates those funds to those that apply. Chief Knudtson seconded. All were in favor and the motion carried.

There was discussion on the reallocated funds. It was suggested that a more restrictive, six to twelve month timeframe be placed on these funds. Members were in agreement with this, but looked to DEM staff for input.

Kelli Anderson advised that a six month period is feasible depending on what functions they are trying to accomplish. She noted that with Homeland Security Grant Program (HSGP) and Emergency Management Preparedness Grant (EMPG)

**DRAFT MINUTES – For approval at the next EPWG Meeting**

funds they put a restriction on personnel with re-obligation periods as it is a longer turnaround time. She continued that what may be helpful is having a six month timeframe for equipment and a twelve month time frame for planning/exercise. Chief Cage suggested having verbiage that allows for flexibility in the performance period for unusual circumstances that may arise.

Chief Steinbeck made a motion to have the bylaws reflect that re-obligated funds be utilized within a six month performance period with the possibility of a single six month extension that can be granted by DEM. Chief Knudtson seconded. All were in favor and motion carried.

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

Sonja Williams provided an overview of the cumulative balances for open grants (FFY 2012 through 2017):

- Clark County: \$121,575.05
- Elko County: \$12,386.10
- Esmeralda County: \$142,952.98
- Lincoln County: \$76,027.34
- Nye County: \$29,958.82
- White Pine County: \$95,593.34
- DEM: \$28,074.08
- Total: \$506,567.71

Kelli Anderson added that these balances only reflect what has been paid to date. They may not reflect the total of what has been submitted due to the significant backlog on quarterly financial reports (QFRs).

**6. FEDERAL FISCAL YEAR (FFY) 2018 EMERGENCY PREPAREDNESS WORKING GROUP (EPWG) MEMBER COUNTY APPLICATION REVIEW AND PRIORITIZATION**

Kelli Anderson provided an overview on EPWG funding and noted that DEM waits for four modifications (allocation amounts) to be given to Nevada for pass through. The final allocation was received on February 7, 2018, and the total to allocate is \$557,029. The total requested from the county applications is approximately \$777,000. She advised that if they split the funding six ways it would give each jurisdiction approximately \$92,838 for FFY2018. She noted that some of the counties are right around that amount with the funding they are requesting; however there are others that are over that amount. She suggested going through each application and discussing what each jurisdiction is requesting.

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**Clark County**

Request: \$112,200.00

**DRAFT MINUTES – For approval at the next EPWG Meeting**

Kelli Anderson overviewed the budget noting that all line items seem appropriate and she does not see any issues.

**Elko County**

Request: \$120,150.00

Kelli requested more information on the items being requested in the equipment category. Chief Knudtson explained that the ZOII X-Series Heart Monitors will be used throughout the county and placed in ambulances. These monitors are used prior to response to any hazmat situation. The Minitor VI pagers are used and worn by first responders. The thermal imagers that they are requesting are a camera-type unit that reads the temperature variations during an incident. Kelli advised they will need to submit a justification for the heart monitors to the Department of Energy (DOE) to ensure they are compliant.

**Esmeralda County**

Request: \$91,000.00

There was no discussion or questions on this application.

**Lincoln County**

Request: \$92,835.09

Kelli requested an overview of the items being requested in the equipment category. Eric Holt explained they are requesting these items to continue to outfit the hazmat trailers in the county.

**Nye County**

Request: \$107,000.00

There was no discussion or questions on this application.

**White Pine County**

Request: \$254,406.69

Kelli noted that it appears they are requesting double what they have requested previously. A representative from White Pine was unavailable to answer questions.

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There was discussion on how members would like to proceed with funding. It was decided that members would work to get to the baseline \$92,000. Chief Knudtson advised Elko County will withdraw one of the heart monitors they are requesting to bring their total requested amount down. Chief Steinbeck advised Clark County will cut \$20,000 from their request to bring their total requested amount to \$91,000.

**DRAFT MINUTES – For approval at the next EPWG Meeting**

Sheriff Elgan stated he would like to see justification on White Pine County's request. Kelli advised she will work on this and bring the information back to the group for discussion.

Chief Cage asked if Nye County would be able to adjust their budget to reach the \$92,000 range. Scott Lewis advised they will make this happen.

With five counties in the baseline range Chief Cage advised he would entertain a motion to vote on the counties, not including White Pine County.

Chief Steinbeck made a motion to accept the proposals from the five counties, excluding White Pine County. Chief Knudtson seconded. All were in favor and the motion carried.

Kelli requested members resubmit their budgets with the cuts noted so grants can be issued. She will reach out to White Pine County and provide an update.

Chief Knudtson questioned how soon they will know if DOE approves the heart monitors in Elko County's request. If it is not approved it will free up approximately \$40,000. Kelli advised it should be a fairly quick turnaround. She suggested voting to allow them to use those funds on approvable equipment so it does not hold up the grant if it's not allowed.

Chief Steinbeck made the motion that if Elko County is denied for the heart monitor that they receive the first opportunity to utilize those funds for additional needs that fit within the grant guidance. Sheriff Elgan seconded, and Chief Knudtson abstained. All were in favor and the motion carried.

**7. REQUEST TO REALLOCATE EMERGENCY PREPAREDNESS (EPWG) GRANT PROGRAM FUNDS**

Kelli Anderson provided an overview of each project change request (PCR) for Esmeralda County.

FFY 2012 – This request is to move \$32,234.26 from the Personnel Category to the Equipment Category for the purchase of Hazmat Response Equipment.

FFY 2013 – This request is to move \$16,730.19 from the Equipment Category previously budgeted for a vehicle to purchase Hazmat Response Equipment.

FFY 2014 – This request is to move a total of \$6,189.51 from the Travel, Equipment, and Training Categories to the Equipment Category for the purchase of Hazmat Response Equipment (\$1,035.55) and Emergency Mobile Radios (\$5,153.96).

FFY 2015 – This request is to move a total of \$11,416.50 from the Supplies/Operating Category to the Equipment Category for the purchase of Emergency Mobile Equipment Radios.

**DRAFT MINUTES – For approval at the next EPWG Meeting**

FFY 2016 – This request is to move a total of \$38,442.70 from the Personnel, Equipment, and Supplies/Operating Categories to the Equipment Category for the purchase of Emergency Mobile Equipment Radios.

Chief Knudtson made a motion to approve all of Esmeralda County's requests for FFY 2012-2016. Chief Steinbeck seconded. All were in favor and the motion carried.

The PCR submitted for White Pine County will be addressed at the next meeting.

**8. REPORT ON HOMELAND SECURITY COMMISSION RESILIENCE DIRECTIVE, GOVERNOR'S EXECUTIVE ORDER 2018-4, PROPOSED BUDGET, AND LEGISLATIVE RECOMMENDATIONS**

Chief Cage provided background on Executive Order 2018-4. He explained that they are trying to pursue a statewide effort of ensuring efforts are aligned and grant programs are streamlined going forward. This effort will result in two major deliverables from Chief Cage and Chief Steinbeck; a statewide resilience strategy and statewide legislative recommendations for the next legislative session. They are working on determining how this will look and be implemented. Chief Cage noted he wants to ensure that EPWG members are aware that though DEM is attempting to realign other grant boards and committees, the EPWG will remain a standalone committee. This will be done as it will provide a lot of flexibility for the specific group of participants. Chief Steinbeck added that he hopes this is generating some excitement and a positive change throughout the state.

Chief Knudtson noted his appreciation in keeping the EPWG separate as he believes they would lose a lot if it was combined with other committees.

**9. PUBLIC COMMENT**

Chair, Chief Caleb Cage, opened the meeting for public comment.

Kelly Snyder with DOE introduced herself to the EPWG. She noted she would like to partner more with the counties in communicating the success and benefits of the program. She would like to do some cross promotion within the counties to show the community how they are bolstering emergency response activities through the partnership. Ms. Snyder's contact information will be provided to EPWG members.

Dave Drew reminded members to plan to replace radiation detectors. There was discussion on current detectors that need to be replaced, which counties those are located in, and the cost of new detectors.

**10. ADJOURN**

Sheriff Elgan made a motion to adjourn the meeting. Chief Steinbeck seconded. Meeting was adjourned.