



Meeting Minutes Emergency Preparedness Working Group (EPWG)

Attendance	DATE	Wednesday, April 16, 2014	
	TIME	1:00 P.M.	
	LOCATION	North – NDEM Executive Conference Room 2478 Fairview Drive Carson City, NV 89701 South – Clark County Fire Dept., Station #18 575 E. Flamingo Road, 2nd Floor Conf. Room Las Vegas, Nevada 89119	
	METHOD	Video-Teleconference	
	RECORDER	Janell Woodward	
Committee Members	Present	Staff and Others	Present
Rick Martin (NDEM)	X	Kelli Anderson (NDEM Staff)	X
Ken Elgan (Esmeralda)		Sonja Williams (NDEM Staff)	X
Jeff Knudtson (Elko)	X	Janell Woodward (NDEM Staff)	X
Irene Navis (Clark)	X	Henna Rasul (AG Rep)	X
Vance Payne (Nye)	X	Chief Chris Smith (NDEM)	X
Russel Peacock (White Pine)	X	Elaine Zimmerman	X
Rick Stever (Lincoln)	X	Carol Dinsman (NNSA – DOE)	X
		JD Boteler (Esmeralda)	X
		Missy Molt (Nye)	X

1. CALL TO ORDER AND ROLL CALL

Chair, Rick Martin called the meeting to order at 1:00 p.m. and Janell Woodward called roll. A quorum was present.

2. PUBLIC COMMENT

Rick Martin asked for any public comments in from anyone on the phone; there were none.

3. **APPROVAL OF MINUTES**

Irene Navis moved to approve the minutes from March 5, 2014 meeting as well as bringing the February 5, 2014 minutes for approval at the next meeting in July. Russel Peacock seconded. The motion carried unanimously.

4. **COMMENTS BY THE CHAIR**

Rick Martin thanked staff including Kelli, Sonja and Janell for all their work for the EPWG committee.

Rick addressed the fact that the payments after the March 5 meeting went out late. He stated they know how that occurred and NDEM will be making some changes to try to ensure that does not happen again. NDEM is cognizant that late payments can be a burden to jurisdictions and promised to do a better job on the NDEM end of things.

Russ Peacock stated that the late payments affected the performance period and asked if it would be possible to carry over equipment purchases. Everyone pretty much has the same situation of having to go to their county commissions for approval prior to being able to utilize the funds.

Rick Martin asked that this discussion be brought up under public comment as there was no FFY2013 agenda item.

5. **FFY2014 ALLOCATIONS**

The 2014 allocations were discussed at the last meeting and the \$500,000 total grant allocations just went out. No money has been spent yet as everyone just received their awards. Clark County received \$30,000, Elko \$33,000, Esmeralda \$106,840, Lincoln \$121,620, Nye \$87,840, White Pine \$120,700, equaling \$500,000. Irene asked to confirm the performance period and whether there was a hard and fast ending date of June 30 to spend funds.

Kelli Anderson stated that NDEM does not have control over the performance periods. The performance period is given with each grant modification by the Department of Energy. Each time a modification is given, DOE may or may not extend the period of performance. At this point in time, the performance period ends June 30 and will not be extended until DOE provides another modification.

Jeff Knudtson added the point that they will be unable to spend this money because they would not be able to receive their products by the end date of June 30. Kelli discussed the different terminology being utilized by everyone. The grant money is not really being carried over each year but rather the grant period for the year is just kept open and not

closed. The funding stream for 2013 will stay with 2013 and 2014 will stay with 2014. Therefore, the terminology "carryover" is not an accurate term.

Kelli stated that nothing has changed other than how everyone reports and this is in order to keep accounting straight for each year.

Irene Navis asked how extensions are handled with DOE and Kelli stated that extensions come with each modification. Kelli stated she would send an email to DOE with this request and will keep the group updated regarding progress.

Kelli again summarized, every single dollar of money pushed out to date has a grant end date of June 30, 2014 until the next modification is received. This means that the expenditure needs to be invoiced and ordered prior to June 30.

6. FFY2015 APPLICATION STATUS AND UPDATE

Rick Martin stated he is in the process of changing the forms. Rick will reach out to Chudi and Carol as he has a lot of questions regarding timeline and guidance. NDEM is a little bit behind from what they have done in the past. Once Rick has had the opportunity to speak with Chudi and Carol, then NDEM will send the FY2015 package to the group. Rick asked if there were any questions and there were none.

7. NDEM ASSISTING IN PLANNING, TRAINING AND EXERCISE, AND CALIBRATION PROJECT

Rick Martin sent out a budget and detailed narrative to everyone in the amount of \$34,600 for NDEM to assist in planning, training and exercise, as well as calibration. Rick Stever stated he felt this would be good for the group. Rick Martin stated he put together a work program to go through the State budget system. This was for about a third of the budget in order to allow this project to start in perhaps June. Rick Martin asked for a motion to approve the budget. Vance Payne made the motion and Rick Stever seconded. Vance Payne thanked Rick for this program. Irene Navis also appreciated Rick putting this together and felt it would be good for all the counties. The group all agreed this is a good program that will be beneficial for the group.

8. UPDATE REGARDING BYLAWS

NDEM is requesting an opinion and clarification from the Attorney General's office regarding the bylaws and the question of prime voting. Therefore, this topic is still tabled until NDEM hears from the AG's office. Irene Navis stated an alternate member is the wording that the group is looking for and not a proxy situation.

9. **REMAINING 2014 MEETING DATES:**

July 23, 2014 at 1 pm and October 22, 2014 at 1 pm

Rick Martin stated that NDEM can be flexible on the meeting date and time and asked the group to please communicate. Russ Peacock stated that these dates may potentially conflict with his County Commission meetings if he needs to attend. Russ Peacock made a motion to keep these dates and times as stated at this time. Irene Navis seconded and the motion passed unanimously. Russ will let Rick know if the date needs to change closer to the time of each meeting.

10. **PUBLIC COMMENT**

Rick Martin asked for any public comment. Vance stated that by the next meeting in July that Nye County will have a completed ambulance barn completed. He will send pictures for everyone to see before the next meeting. Vance also asked about the OST tabletop in Colorado. Both Vance and Irene Navis stated they did not hear very favorable comments. Rick asked whether OST had any further training exercises in Nevada. Irene stated that there were no additional plans but she would keep everyone updated from what she hears. Everyone agreed that nobody is getting notification on movement of canisters. The upcoming test site exercise is scheduled for April 23.

Jeff Knudtson asked about the CFD numbers on each award and Kelli Anderson clarified that those numbers are specific for each year. The first five digits are the federal number and the last two digits are the NDEM number (year). Jeff asked Rick Stever if they ever got their ambulance fixed. Rick stated that it is not fixed yet. It has been ordered but the project cannot be completed by the end of June. The chassis has been ordered with a proposed shipment date of May 14.

11. **ADJOURN**

Rick Martin asked for a motion to adjourn the meeting with Vance Payne making the motion. The meeting was adjourned at 1:45 p.m.