



MEETING MINUTES NEVADA RESORT PLANNING TASK FORCE

Attendance	Date	Monday, February 05, 2018	
	Time	3:00 pm	
	Location	Nevada Division of Emergency Management 2478 Fairview Dr. Carson City, NV 89701	
		Clark County Emergency Management 575 East Flamingo Rd. Las Vegas, NV 89119	
	Method	Teleconference	
	Recorder	Debbie Taylor-Cramer	
Members	Present	Staff and Guests	Present
Caleb Cage	x	Samantha Ladich (Sr. DAG)	x
Jim Walker	x	Kelli Baratti (staff)	x
Aaron Kenneston	x	William Elliott (staff)	x
Chris Brockway	x	Kendall Herzer (staff)	x
Steve Goble	x	Elizabeth Nelson	x
Darrell Clifton	x	Randy Connor	x
Dean Hill	x		
John Steinbeck	x		
Russ Niel	x		
Timothy Donovan			
Tom Barrett	x		
TOTAL:	10		

1. CALL TO ORDER AND ROLL CALL

Chief Cage, Chairman of the Nevada Resort Planning Task Force, called the meeting to order. Roll call was performed by Debbie Taylor-Cramer, Nevada Division of Emergency Management/Homeland Security (DEM/HS). Quorum was established for the meeting.

2. PUBLIC COMMENT

Chief Cage called for public comment. There was none.

3. TASK FORCE MEMBER INTRODUCTIONS

Chief Cage asked for members to introduce themselves and discuss their experience in emergency response planning. Deputy Administrator Russ Niel, Gaming Control Board, stated that it was his role to assist with and facilitate compliance and submission of plans in a timely manner from resorts. Deputy Chief John Steinbeck, Clark County Fire and Emergency Management, introduced himself. Mr. Steve Goble, Director of Emergency Management for Venetian Palazzo Resorts, introduced himself. Mr. Tom Barrett, Executive Director of Safety and Health at MGM Resorts International introduced himself. Ms. Elizabeth Nelson introduced herself as present on behalf of Mr. Timothy Donovan with Caesars Entertainment. Mr. Kendall Herzer introduced himself as present in support of DEM/HS. Mr. Randy Conner introduced himself as the Director of Risk and Safety for the Cosmopolitan. Mr. Dean Hill introduced himself as the Director of Security for the Peppermill properties in Reno, and that he has previously served as Director of Security at Grand Sierra Resort and with the Reno Hilton, and that he has worked with emergency response plans for 25 years. Mr. Jim Walker introduced himself as the Preparedness Manager for DEM and in this role he oversees planning, training, exercises, and operations for the state. Mr. Darrell Clifton introduced himself as the Executive Director of Security for Eldorado Resorts. Dr. Aaron Kenneston introduced himself as the Washoe County Emergency Manager. Mr. Chris Brockway introduced himself as the Chief of Security for the Nugget in Sparks, and that he has participated in writing of policies and procedures emergency response plans since 1995. Ms. Samantha Ladich introduced herself as a Senior Deputy Attorney General from the Nevada Attorney General's Office. And Mr. Caleb Cage introduced himself as the Chief of Division of Emergency Management for the State of Nevada.

4. OPEN MEETING LAW PRESENTATION

Chief Cage asked for Ms. Ladich, Senior Deputy Attorney General, to present the Nevada Open Meeting Law (OML). Ms. Ladich presented her experience with the Nevada Department of Public Safety, with DEM, and the Nevada Threat Analysis Center. In this role, she serves as board counsel for a number of committees, and will serve as board counsel for this Task Force, particularly to ensure the Task Force complies with the Open Meeting Law.

Ms. Ladich noted that Chapter 241 of Nevada Revised Statutes governs meetings of public bodies. Accordingly, it is the intent of the law for public bodies to operate, deliberate, and take action openly. Nevada OML requires meetings to be properly noticed, including posting the agenda in four locations within three working days in advance of a meeting, to include posting on state website as well. If meetings are not properly noticed they will be cancelled. Likewise, if a quorum for a meeting is not

present, which consists of a simple majority of voting membership, the meeting will be cancelled.

Ms. Ladich noted that the meeting agenda must also meet OML requirements. This means that agenda items are clear and complete, that action items are clearly noted, and that multiple periods of public comment are available to the public. During the meetings, Ms. Ladich also ensures the public body focuses on the agenda, and that all action is taken publicly. Finally, in accordance with Nevada OML, Ms. Ladich noted that meetings are recorded and minutes are completed within 30 days after completion of meeting and available to the public.

Chief Cage added that emails to the Task Force will be sent out to members using the “Blind Carbon Copy” function to ensure that there was no unintentional deliberation among the task force in the event that a member replied to all members.

There were no other questions or concerns on this agenda item.

5. APPROVAL OF TASK FORCE BYLAWS

Chief Cage presented and reviewed a draft of the bylaws that had been prepared prior to the meeting and asked for input and comments.

Dr. Kenneston commented on the timeframes within various sections of the bylaws. He noted that the Task Force is intended to be a short-term body lasting 90 days, however, officer positions in the bylaws last one year in length. Dr. Kenneston noted that the 90-day, one-year, and two-year verbiage was out of sync and inconsistent in these sections.

Chief Steinbeck suggested that adding the language, “of terminating with the task force” in order to address this inconsistency. Mr. Clifton stated that the 90-day reference was a minimum, and the one-year or two-year references could serve as maximums. Dr. Kenneston agreed with Chief Steinbeck’s suggestion, and Chief Cage noted that he would add the language “unless task force terminates in 90 days” to the section regarding the Vice Chair.

Ms. Elizabeth Nelson asked if the bylaws could reflect that a Task Force member could appoint a proxy to attend in order to reduce chances of quorum issues. Ms. Ladich noted that NRS 241.025 prohibits the appointment of a proxy for a public meeting, unless it is specifically contained in the legislation that creates the public body, and that since the Task Force was created under NRS 414, proxies would not be allowed.

There were no other comments regarding bylaws.

Chief Steinbeck made a motion to adopt the bylaws as amended. Mr. Hill seconded the motion. The vote was approved unanimously.

6. ELECTION OF TASK FORCE VICE CHAIR

Chief Cage asked for nominations for vice chair. Chief Steinbeck stated that he would be happy to serve as vice chair. Mr. Brockway stated that he would also like to be considered. Chief Cage asked for others, and when no others were nominated, he closed the nominations. A vote was taken and resulted in a tie, five to five. Chief Steinbeck, noting his desire to not hold up progress, withdrew his nomination. Chief Cage called a vote on the nomination of Chris Brockway, which was seconded by Mr. Niel, and the vote was unanimous, making Mr. Brockway the vice chair of the Task Force.

7. PRESENTATION OF NRS 463.790 AND EMERGENCY MANAGEMENT BEST PRACTICES FOR EMERGENCY RESPONSE PLANS

Dr. Kenneston next made a presentation on his research of various federal documents, including the Federal Emergency Management Agency Comprehensive Planning Guide (CPG-101), the National Fire Protection Association's NFPA 1600, and the Emergency Management Accreditation Program (EMAP). By researching these federal and national documents, he was able to compare the consensus of requirements to the items required to be in a resort's emergency response plan in NRS 463.790. He recommended that if there were to be changes to NRS 463.790 that they also include a risk assessment, routine plans maintenance, training, testing, and exercising, a concept of operations, functional roles and responsibilities, functional annexes, and hazard-specific annexes. He then proceeded to provide examples of each, and he concluded with three recommendations: first, that a template should be developed containing the missing elements of an emergency response plan outlined above; second, that an update and review schedule should be published; and third, that an automated system be developed to help both the resorts and public sector agencies in meeting the intent of NRS 463.790.

Upon completion of Dr. Kenneston's presentation, Chief Cage addressed the issue of confidentiality of the plans and how they should be discussed within the Task Force as a public body. He noted that within the open meeting, the Task Force will not get into specifics of any confidential plans, and that the Task Force would rather refer to them in generic terms.

Chief Cage then opened up the discussion to the Task Force. Mr. Clifton noted that the statute should include language to validate the plans, and that previous programs like Silver Shield contained an assessment.

Mr. Goble stated that in order to make these plans as meaningful as possible, the Task Force needed to know who the audience for the plans is, and how the plans will be utilized. He noted that from his past experience, plans are used by first responders when addressing an emergency at a resort or other facility.

Chief Cage stated that determining the purpose and audience for the plans was critical, and that the consensus of that purpose should drive the outcomes and outputs for this body.

Dr. Kenneston noted that it was a challenge to see into the minds of the legislators. Chief Cage asked Ms. Ladich to look at the legislative history and give an update at the next meeting.

8. DISCUSSION OF DEVELOPING A RESORT CONTACT ROSTER

Chief Cage stated that identifying the appropriate point of contact for each resort was important and opened the discussion up to this agenda item.

Mr. Brockway stated that from his perspective, a resort's security chief would be first point of contact.

Mr. Clifton stated that the Division of Emergency Management's recent letter to the resorts went to his organization's legal department, and that Risk Management was assigned the task of responding. He noted that security is the operational side, while risk management handles compliance. He concluded that Mr. Brockway was correct, that security should be the point of contact.

Chief Steinbeck noted that the Las Vegas Security Chiefs' Association has established an emergency management committee, and that this body is a natural place to begin in southern Nevada.

Mr. Barrett stated he serves as the liaison for all 10 properties for MGM resorts he is the point of contact person.

Ms. Nelson asked whether the contact person the Task Force was trying to identify was for the Task Force or if it was a roster for points of contact during an emergency. Chief Cage stated that the discussion was about neither, and that the Task Force was attempting to identify the proper point of contact for maintenance of plans as a statutory requirement. Based on this response, Ms. Nelson noted that this should go to the resorts' legal department and risk management department at the corporate level and not at the property level.

Mr. Niel stated that the Nevada Gaming Control Board deals directly with the licensee in order to verify compliance issues are addressed and completed. He stated that a security manager or security director may do the work, but that if the Control Board finds any violations, they go directly to general manager or licensee.

Dr. Kenneston stated this question may not be as simple as a one name per property, and instead suggested a three-pronged approach: 1. Licensee; 2. Security Director; and 3. Legal and Risk Management. He noted that each of these representatives have a designated purpose and may require specific outreach.

Chief Cage noted that there was a lack of consensus around this issue, but noted that each resort is privately owned, and that they should have the right to determine who is responsible for developing the plans and complying with this law. Additionally, he stated that he does not want to over promise: the Task Force would only be able to make recommendations for legislators to consider.

Dr. Kenneston stated possibly adding a line within the statute reading, “the resort will identify a designee with contact information regarding the maintenance of this plan.”

9. DISCUSSION REGARDING THE PEER-DEVELOPMENT OF A RESORT EMERGENCY RESPONSE PLAN TEMPLATE

Chief Cage noted that the last two items of the agenda would be challenging until the Task Force determined what the legislative intent of the requirement for emergency response plans was. He noted that, in general, however, there was a consensus to develop a broad, non-confidential, and non-resort specific template plan, which resorts can download or access in some way and make into their own. He noted that this may include some of the information Dr. Kenneston provided in his presentation, or it may only reflect what is currently required in statute. Chief Cage then recommended that the Task Force save the deep dive on what this looks like until what we determine what is the purpose for these plans, for a future Agenda item.

Mr. Goble stated that this approach makes sense, and noted that some real value can come out of this if the Task Force develops a consistent way of representing information that is important to everybody. If a similar tool is being used, then whoever the audience is will be able to access the important information more readily and more easily.

Chief Cage stated that this will be a future agenda item when the Task Force can determine the legislative history. He added, to be clear, that the Task Force knows the purpose between high level emergency plans and the purpose of tactical level emergency plans that would go into a portable computer unit in a fire truck or police cruiser. However, as members of this body, the Task Force is trying to determine what the focus of the legislation is and make it the most meaningful going forward.

Chief Steinbeck noted that it would also be important to discuss funding for plan development and training.

10. DISCUSSION OF AUTOMATION OPTIONS FOR SUBMITTING EMERGENCY RESPONSE PLANS

As before, Chief Cage noted that the Task Force cannot really discuss automation until it determines exactly what the purpose of the plans are. He stated that there can be a discussion of the statute requirements, or of Dr. Kenneston’s presentation. He noted that there is currently a continuity of operations portal that is in operations and that the

State Fire Marshal also has a portal that has secured submittal capability. He noted that he recently returned from a conference where a state agency in North Carolina had developed an online system for the submission of specific plans for bridges and other infrastructure in their state. He noted that he would like to have a presentation at a future meeting on other automated options, and for the Task Force to consider grant funds too.

Dr. Kenneston stated that automation is easier to use and we know what happens when we do not have a portal or a template. Submitting and receiving the plans with portal and templates will be much easier, and that he agrees to have some type of secure portal, and that some off-the-shelf products are currently available.

11. DISCUSSION OF POTENTIAL LEGISLATIVE RECOMMENDATIONS

Chief Cage stated developing potential legislative recommendations would take place over the 90 days of the Task Force's existence. He stated that many of the recommendations would be captured in the minutes, which will provide the Task Force a list of ideas discussed so far. For example, Dr. Kenneston's presentation regarding adding in potential local emergency management officials, potentially adding in other requirements in the plans, and potentially adding in a point of contact for plan compliance as well. Through these meeting, the Task Force could work towards updating the original 2003 law based on initial intent, and also based on the current environment and current needs.

Chief Cage asked if there were any other recommendations. Mr. Goble stated that he believed that a missing stakeholder representative was law enforcement. Dr. Kenneston agreed. Chief Cage stated having a first responder would be of value and possibly having someone from a fusion center.

Chief Steinbeck expressed his concern regarding the funding. He stated that grants can help with initial start-up, but that the Task Force needed to focus on continuation. Chief Cage added funding mechanisms initial and long term to the list of future discussion.

12. PUBLIC COMMENT

Chief Cage called for public comment. There was none.

13. ADJOURN

Chief Cage stated the agenda will reflect the items discussed and we will be reaching out to all the members to schedule our next meeting with scheduling needs and scheduling concerns. Vice Chair Brockway made a motion to adjourn the meeting. Mr. Hill seconded the motion. The motion passed unanimously.