

	<h2 style="margin: 0;">MEETING MINUTES</h2> <h3 style="margin: 0;">Nevada Critical Infrastructure Protection Plan Subcommittee</h3>	
DATE:	March 7, 2013	
TIME:	1:00 P.M.	
LOCATION:	Nevada Division of Emergency Management	
	Executive Conference Room	
	2478 Fairview Drive	
	Carson City, Nevada 89701	
METHOD	Teleconference	
RECORDER	Selby Marks	
<b>Voting Member Attendance</b>		
Member Name	Title/Organization	Present
Steve Moyer	Chair	X
Steve Asher	Vice-Chair	X
Chris Smith		X
Angela Krutsinger		X
Bob Dorsey		X
Irene Navis		X
Rachel Skidmore		X
Nicole Hart		
<b>Non-Voting Member Attendance</b>		
Selby Marks	Staff	X
<b>ATTORNEY GENERAL'S OFFICE REPRESENTATION</b>		
Samantha Ladich	Senior Deputy Attorney General	X

**1. CALL TO ORDER AND ROLL CALL**

Chris Smith, Chief, Nevada Division of Emergency Management called the meeting to order at 1:00 P.M. Roll call performed by Selby Marks, Nevada Division of Emergency Management and Homeland Security. Quorum was established for the meeting.

**2. PUBLIC COMMENT**

Chief Chris Smith opened discussion for public commentary. No commentary in either venue.

**3. OPENING COMMENTS**

Chief Smith thanks the members for attending the meeting and asked that the members move to agenda item #5 before addressing Agenda item #4 so that a member who was running late arrived to the meeting.

**5. REVIEW, DISCUSSION, AND EDIT OF THE DRAFT NEVADA CRITICAL INFRASTRUCTURE PROTECTION PLAN (NCIPP)**

Chief Smith began a discussion about the process for updating the NCIPP by thanking member Irene Navis on the summary sheet she provided to the subcommittee outlining major areas that require editing. Ms. Navis then started a discussion by reading the list of items that she prepared for the meeting. She recommended that the Preface be replaced with an executive summary. The current draft NCIPP references several documents that are important to the NCIPP development, but that several more recent documents are missing and should be added to the revised document. Specifically, the newly issued Presidential Policy Directive (PPD) -21 and the president's Executive Order on Cyber Security need to be included in the NCIPP update. Ms. Navis stated that the plan needs to show as many linkages as possible between physical infrastructure and cybersecurity. She said that the plan appeared weak in the area of performance measures and metrics and added that significant work has been done in this area by DHS and possibly it might be helpful to use these efforts to support the NCIPP update. All the appendices need to be reviewed and updated accordingly, along with the table of contents. Ms Navis briefly referenced several of the sections and tables that she felt warranted reevaluation and probably need to be updated and she suggested that the recently updated State Homeland Security Strategy and Urban Area Homeland Security Strategy should be linked into the discussions on critical infrastructure in the NCIPP.

Angela Krutsinger discussed her concerns with the Sector Specific planning process on pages 17-18 of the draft NCIPP. She asked if the Sector Specific planning process has been completed. The general consensus among members is that this process has not yet been completed. Ms. Krutsinger suggested that in Nevada we tend not to silo the processes and that it might be best to not follow the Sector Specific planning process. For example, she said that there is a sector specific agency for mitigation, however the state is tasked with mitigation and there already exists a hazard mitigation planning committee. Ms. Navis commented that the draft NCIPP was probably modeled following the federal structure, which is why the section is included. Gonzalo Cordova, Department of Homeland Security (DHS), Protective Security Advisor, commented on the federal Critical Infrastructure Protection Plan and described how the Sector Specific Agencies (SSA) and the private sector Coordinating Councils operate under the federal plan. Mr. Cordova agreed with the members that given how Nevada critical infrastructure is identified in the state that to follow the federal Critical Infrastructure Protection Plan (CIPP) would be difficult. He suggested that the Nevada process might rely on the associations and institutions that are currently used for information and support of Critical Infrastructure (CI) efforts (Las Vegas Security Chiefs Association, for example) and create cross-sector committees. Steve Moyer agreed with Mr. Cordova and mentioned that he had concerns with the process of using SSA as outlined in the draft NCIPP. Mr.

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Moyer would like to see the language in this section tailored to Nevada’s needs, again agreeing with Mr. Cordova’s proposal.

Chief Smith pointed out that the Hazard Mitigation Planning Committee might not be equipped to address the issues being considered as an SSA; however, he suggested the Hazard Mitigation planning Committee should be included in this discussion. Ms. Krutsinger added that she was just using the Hazard Mitigation Planning Committee and an example. Rachel Skidmore commented that language in appendix 11 relating to Protected Critical Infrastructure Information (PCII) and the Nevada Revised Statute (NRS) should be updated. Another big item to address is the layout of the NCIPP document and the presentation of the different sectors. She questioned if the updated NCIPP should correlate with the National Preparedness documents. Chief Smith asked the members for their thoughts on updating the sectors as currently listed. Ms. Navis suggested using PPD-21, and she added that the original 18 sectors from a few years ago are now reduced to 16 sectors. Postal and Shipping and the National Monuments are the two sectors that were eliminated.

Chief Smith discussed how he thought the members could coordinate their notes to remain compliant with the Open Meeting Law. He suggested that each member provide an updated document to NDEM staff and that staff would merge the changes into a single document. Chief Smith asked the members how they would like to continue with the revisions and the prevailing sentiment was for each member to work on the document and in a few weeks provide their individual revisions to staff. Ms. Krutsinger asked if a Word version of the draft NCIPP could be distributed to the members, and staff agreed to provide this to members via email. Ms. Navis commented that the draft document is dated and that the maps and statistical information be reviewed and updated as needed. Ms. Skidmore stated that the maps in the existing document are images taken from a GIS overlay database and to update these maps would require the maps be recreated. Mr. Asher asked if the data could be recreated using HSIP Gold (a GIS Infrastructure database). Mr. Asher and Ms. Skidmore agreed to review and update the maps. Mr. Moyer suggested that the revised NCIPP should contain language pointing out who is responsible for maintaining and updating particular sections of the report, including how often the NCIPP should be updated and the process for ensuring future updates. The committee discussed how to conduct the updates. Selby Marks commented that the NCIPP could be an annual agenda item for the Critical Infrastructure Committee (CIC) and the various stakeholders at that time could report to the CIC on any needed updates.

The committee reviewed the tables and graphs in the first section of the draft NCIPP and indicated that some items needed to be addressed. Figure 2, the Nevada State Homeland Security Organizational Structure was discussed and several changes to the existing Organization Chart were suggested. Figure 3 outlining the National Framework for Homeland Security was also discussed and the committee agreed that this content did not need to be reviewed at this time. Ms. Skidmore suggested that figure 4, the Three Year Plan, could be aligned with the State and Urban Area Strategies. Ms. Krutsinger commented that the Three Year Targets should be based on current capability and that the table should include the Commission Priorities given the earlier discussion in the draft NCIPP referencing the formerly used Target Capabilities. Additionally, Ms. Krutsinger suggested that the Commission Goals be included in section 3.3.1. Chief Smith asked the members if it would be appropriate for the CIC to determine the “target capabilities” for statewide CIP. Ms. Navis commented that the State and Urban Area Strategies contain specific language addressing CI,

including project descriptions and target dates, which could be incorporated into this section of the document. Chief Smith asked if it might be appropriate for the CIC members who are the subject matter experts to take into consideration the overall CIP picture and formulate a long term direction that can be used in the NCIPP. Ms. Navis added that a COC strategic plan from 2010 exists and might be useful to identifying the direction for statewide critical infrastructure protection (CIP). The committee agreed that the 2010 CIC strategic plan should be updated and used with the State and Urban Area Strategies to formulate a statewide direction for critical infrastructure protection, along with the input from the CIC. Ms. Navis and NDEM staff will coordinate to identify the Commission approved version of the CIC strategic plan and then staff will distribute this to the members. Ms. Krutsinger asked if the chart on page 15 includes natural disasters. Mr. Asher stated that the Risk Management chart is the one used in the National Infrastructure Protection Plan (NIPP) and does not explicitly include natural disasters; it focuses primarily on the physical piece of the framework.

Chief Smith asked Mr. Marks how the group can address the appendices that list out organizations and names. Mr. Marks said he would work with Mr. Asher to update these lists. Chief Smith pointed to Appendix 10, the Nevada Subject Matter Expert (SME) List, as an example of a list requiring review and updating.

Chief Smith recapsulated the work going forward by stating that NDEM will send out a MS Word version of the draft NCIPP to members. Members are asked to redline their comments and changes to the document and send their revisions to Mr. Marks. NDEM staff will compile the changes into a single document that will be reviewed by members at the next meeting.

Chief Smith asked for any additional comments before moving on to the next agenda item. Ms. Krutsinger commented on Appendix 13 and the associated Attachment I and suggested to members that these two sections could be eliminated since they are referencing the SSA process, which the members had decided was not a good model for the NCIPP. Chief Smith asked members to clarify the intent of what the process should be if the national SSA model is not used. Bob Dorsey said that the two section just reference the National plan language and should be retained in the document and explain why the NCIPP revision is using a cross sector plan. Ms. Navis suggested that it might be a good idea to list the sector groups that Mr. Cordova mentioned earlier in the meeting because those groups are the ones used to gather information supporting the NCIPP. Mr. Moyer suggested adding this in the appendix list of subject matter experts and not as a separate appendix. Chief Smith asked Ms. Navis if she would add an explanation to Appendix 10 describing the role of the SME to the NCIPP process.

Ms. Navis said that Chief Washington asked her to compose a draft of the introduction, maybe make this an executive summary to the NCIPP. The members agreed and asked for Ms. Navis to draft an executive summary to the NCIPP.

Chief Smith asked the members for any additional comments before moving on to the earlier skipped-over agenda item #4. There were no additional comments from members.

**4. NOMINATION AND SELECTION OF THE NEVADA CRITICAL INFRASTRUCTURE PROTECTION PLAN (NCIPP) SUBCOMMITTEE CHAIRMAN AND VICE-CHAIRMAN**

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Chief Smith opened the nomination process asking the members for their nominations for the subcommittee Chair. Ms. Skidmore nominated Steve Moyer. Mr. Moyer nominated Steve Asher. A voice vote was taken and Mr. Moyer received a majority of the votes and was elected as the Chair of the NCIPP Subcommittee. Seeing that Mr. Moyer received the majority of votes, the members moved on to electing a vice-chair.

Chief Smith asked for members to make nomination for the Vice-Chair position. Ms. Navis nominated Steve Asher. Ms. Krutsinger nominated Bob Dorsey. . A voice vote was taken and Mr. Asher received a majority of the votes and was elected as the Vive-Chair of the NCIPP Subcommittee.

**5. PUBLIC COMMENT**

Chief Smith asked if any member of the public would like to make a public comment extending this to both the Carson City and Las Vegas locations. In Carson City, Gina Marotto, Acting Director for the Intertribal Emergency Response Commission (ITERC) offered comment. Ms. Marotto stated that she did not see any tribal representation mentioned in the draft NCIPP document nor included in the SME list. She asked how the SMEs are identified and if tribal representation in this area would be included in the update. She specifically cited the Government and the Health Care sectors where she feels tribal representation would be an important contribution. There are 27 tribal nations in Nevada and each tribal administration building is considered critical infrastructure for that government. Also, she mentioned there are 17 tribal health care clinics in Nevada, which should be included in the NCIPP update. She asked for clarification in the draft NCIPP, section 8.2, listing “effort” if there was any record of the original authors reaching out to tribes as pertaining to CI listed in the NCIPP. Chief Smith thanked Ms. Marotto and said that he would do some research on her last question and provide an answer to her. Ms. Krutsinger suggested that Ms. Marotto also provide feedback on the draft NCIPP that will be distributed to the members and provide her comments to NDEM staff who will add any suggestions to the next meeting’s notes.

Mr. Cordova reminded the members that the Southern Nevada Counter Terrorism Center (SNCTC) will be hosting a National Education Security Initiative (NESI) presentation on March 13. Mr. Cordova also mentioned that he will be meeting with Robert Martinez, who is Chief of the Dam Safety Office for the state and in this role Mr. Martinez is also the point person for the Dam Sector in Nevada.

**6. ADJOURN**

Chief Smith asked for a motion to adjourn. Ms. Krutsinger made the motion and Mr. Dorsey seconded the motion. The meeting adjourned.