



## Meeting Minutes Emergency Preparedness Working Group

<b>Attendance</b>	<b>DATE</b>	Wednesday, April 5, 2017	
	<b>TIME</b>	1:30 P.M.	
	<b>LOCATION</b>	Nevada Division of Emergency Management Executive Conference Room 2478 Fairview Drive Carson City, NV 89701	
		Clark County Fire Department – Station #18 2 <sup>nd</sup> Floor Conference Room 575 E. Flamingo Road Las Vegas, NV 89119	
	<b>METHOD</b>	Teleconference – Videoconference	
	<b>RECORDER</b>	Erica Hall	
<b>Committee Members</b>	<b>Present</b>	<b>Staff and Others</b>	<b>Present</b>
Caleb Cage	X	Kelli Anderson	X
Ken Elgan (Esmeralda)		Samantha Ladich (DAG)	X
Jeff Knudtson (Elko)	X	Erica Hall	X
Irene Navis (Clark)	X	Sonja Williams	X
Vance Payne (Nye)	X	Shea Schultz	X
Rick Stever (Lincoln)	X	Annette Anderson	X
Tim Woolever (White Pine)	X	Missy Molt	X
DOE Representative		Elaine Zimmerman	X
		Karen Taylor	X
		John Steinbeck	X
		JD Boteler	X

### 1. CALL TO ORDER AND ROLL CALL

Chair, Caleb Cage, called the meeting to order. Erica Hall called roll and quorum was established.

### 2. PUBLIC COMMENT

Chair, Caleb Cage, opened the meeting for public comment. There was none.

### 3. APPROVAL OF MINUTES

Chair, Caleb Cage, gave members the opportunity to review the minutes from January 4<sup>th</sup>, 2017.

Vance Payne noted that on agenda item six, sixth paragraph down, he had requested a copy of the new Agreement In Principle (AIP) be distributed to members. He advised there were two requested agenda items on page nine of the minutes that did not make it on this agenda. Additionally, it was noted that there were parties that were present that were not listed on the minutes; Karen Taylor, Elaine Zimmerman, and John Steinbeck.

Vance Payne made a motion to approve the minutes with amendments and Irene Navis seconded. There was no further discussion. All were in favor and the motion carried.

Chief Cage advised members will be provided with an updated copy of the minutes, updated AIP, and updated bylaws. Additionally, the agenda items that were missed will be added to the next agenda.

#### **4. UPDATE ON FFY2013-FFY2016 EPWG GRANT BALANCES AND REPORTING**

Sonja Williams read each year's grant balance into record:

- FFY2013: \$49,034.80
- FFY2014: \$97,652.30
- FFY2015: \$174,168.06
- FFY2016: \$611,037.30

Sonja also advised members that the state is required to provide federal quarterly programmatic reporting. She stressed the importance of turning in a progress report in addition to their financial reports. She advised they have received narrative reports as well as reports in template form; however they are not receiving these consistently. She opened for discussion and asked members if there was a preference to how they would like to submit the programmatic reports. There was brief discussion and it was decided that quarterly programmatic reports will be submitted in template form. Sonja will send this out to members.

#### **5. UPDATE OF FFY17 EPWG APPLICATION AND BUDGET STATUS**

Kelli Anderson provided an update on the modifications and amount of funding they have to allocate out on FFY17. She briefly went over some of the issues they had run into, and advised they have received modifications totaling \$478,747. This amount is the total allocation for FFY17, which is double what was previously thought. She advised that grant applications have been received and they are good to move on with the next process.

#### **6. REQUEST TO REALLOCATE EPWG GRANT PROGRAM FUNDS**

Kelli Anderson advised Lincoln County has submitted a project change request and allowed the county to provide an overview of their request.

Rick Stever explained they are working to gather funds to replace an ambulance. They would like to hold off on the original projects to pay for the ambulance, and by doing this they would be able to remove it from their FFY17 application.

Jeff Knudtson questioned the cost of the ambulance. Rick advised it was around \$150,000-151,000. Reallocating these funds would be enough to cover the cost.

Chief Cage asked for a motion to approve Lincoln County's request. Jeff Knudtson made a motion and Tim Woolever seconded. There was no further discussion. All were in favor and the motion carried.

**7. FFY 2017 EPWG MEMBER COUNTY APPLICATION REVIEW AND PRIORITIZATION**

Kelli Anderson advised the Division of Emergency Management (DEM) has reviewed the applications and a handout has been provided to members. She restated that the amount allocated today is \$478,747.

Vance Payne advised many of the members have made their allocation requests based on the original expected dollar amount of \$97,652. He proposed they start the process over to allow members to reflect on their needs and submit another request. He spoke at length to the purpose and creation of the group, stressing the importance of sticking to these roots. He provided an overview on how his county uses the funds and staggers equipment purchases to ensure they aren't replacing everything at once. He advised he would like to see a multi-year purchase plan be put in place for the group.

Irene Navis added that the group has improved with DEM and members involvement; however, the involvement from the Department of Energy (DOE) has decreased. She spoke on how the group operated in the past and what has been done in previous years. She also spoke to the shifts in policy and concerns with how that could affect the program.

Chief Cage recommended setting a new deadline for grant requests and holding a meeting in May to address all concerns and prioritize projects.

Vance Payne made a motion for members to reassess based off the new financial information and provide updated grant requests. Rick Stever seconded. All were in favor and the motion carried.

Tim Woolever questioned if they could keep the originally submitted budget. Kelli Anderson advised DEM would confirm with each county on what they would like to do. There was a question on when money will be received and the concerns with salaries. Kelli Anderson explained they have the ability to backdate the award to cover salary if needed.

**8. PUBLIC COMMENT**

Rick Stever requested past minutes and agendas be provided sooner. Chief Cage advised this would be possible.

Irene Navis requested an additional agenda item requesting input from DOE on the latest information that may have an impact on the working group.

Vance Payne congratulated DEM for the work on floods that have impacted the state.

Tim Woolever advised a MERRTT class has been rescheduled at the end of May. He advised that if anyone would like additional information to contact him.

**9. ADJOURN**

Jeff Knudtson made a motion to adjourn the meeting. Vance Payne seconded. Meeting was adjourned.