# State of Nevada

# STATE OF NEVADA

# MEETING MINUTES

**NEVADA INTRASTATE MUTUAL AID COMMITTEE (IMAC)**

| **Attendance** | | **DATE** | December 15, 2021 | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **TIME** | 2:00 p.m. | | | |
| **METHOD** | Zoom/Teleconference | | | |
| **RECORDER** | Megan Hall | | | |
| **Appointed Voting Member Attendance** | | | | | | |
| **Member Name** | **Present** | **Member Name** | | **Present** | **Member Name** | **Present** |
| David Fogerson – Chair | X | Mike Heidemann | | X | Ken Quiner | X |
| Jeanee Freeman – Vice Chair | X | Jeremy Hynds | | X | Billy Samuels | X |
| Mike Allen | ABS | Sam Hicks | | X | Jerome Tushbant | ABS |
| Ron Bollier | ABS | Kerry Lee | | ABS | James Walker | X |
| Tod Carlini | X | Bill Murwin | | X | Mike Wilson | X |
| Brett Compston | X | Don Pelt | | ABS |  |  |
| Kelly Echeverria | X | Deb Pierce | | ABS |  |  |
| **Legal/Administrative Support Attendance** | | | | | | |
| **Representative** | | | **Entity** | | | **Present** |
| Samantha Ladich – Senior Deputy Attorney General | | | Office of the Nevada Attorney General | | | X |
| Megan Hall – Administrative Support | | | Nevada Division of Emergency Management | | | X |

1. **Call to Order and Roll Call**

Chair, David Fogerson, called the meeting to order. Roll call was performed by Megan Hall, Nevada Division of Emergency Management/Homeland Security (DEM/HS). Quorum was established for the meeting.

1. **Public Comment**

Chair, David Fogerson, opened discussion for public commentary. Chair Fogerson informed the Committee that there is a change in the Division's organizational structure and Jon Bakkedahl has been promoted to the position of Deputy Administrator. Mr. Bakkedahl will now be responsible for the preparedness section and mission support section, what was previously called interoperability. Chair Fogerson explained that it was renamed mission support to provide better understanding of what it does. Chair Fogerson further indicated that beginning at the next meeting, Jon Bakkedahl will be the chair rather than current Chair Fogerson.

1. **Approval of Minutes**

Chair, David Fogerson, opened this agenda item for approval of the minutes from the March 29, 2021 IMAC meeting. Vice Chair, Jeanne Freeman, put forward the motion to approve. Mike Wilson seconded. Motion passed.

1. **Introduction of new IMAC Members**

Chair, David Fogerson, opened this agenda item for discussion by welcoming the new Committee members. Chair Fogerson introduced Ken Quiner, Emergency Manager for the Washoe Tribe of Nevada, who has joined the Committee to represent the 27 tribal colonies and tribal nations. Chair Fogerson next discussed Rodney Wright, indicating that he is the Search and Rescue Coordinator for the Division as well as the state exercise officer. Chair Fogerson explained that Mr. Wright has been working for the Department of Health and Human Services Division of Public Behavioral Health throughout the COVID crisis and will now join the Committee and share his experiences on how search and rescue impacts the mutual aid system in Nevada. Chair Fogerson next introduced Kelly Echeverria, Emergency Manager for Washoe County, and welcomed her to the Committee.

1. **Approval of IMAC Bylaws**

Chair, David Fogerson, opened this agenda item for discussion. Error in this agenda item, so this item tabled for the next IMAC meeting.

1. **Review of Intrastate Mutual Aid System (IMAS) Policies and Procedures Guide**

Eric Wilson, DEM/HS, went through the guide with the Committee, beginning with the introduction, which discusses Mutual Aid Agreements, Chapter 414 and the history behind it, and the purpose of the IMAS. Mr. Wilson continued by pointing out the local and emergency managers, the state Mutual Aid Coordinators, the duty officers, the IMAS community itself, as well as the IMAS participants and responsibilities. Mr. Wilson pointed out the section on opting in and opting out as well as the section covering procedures for the local, county, and tribal, as well as regional and statewide. Mr. Wilson next discussed the IMAS forms, the focus of which is primarily the resource request form, the predefined resources, the IMAS rates, and the requirements of providing an annual inventory of resources. Mr. Wilson explained that the cost reimbursement needs to be submitted within 60 days after the completion of activities. Mr. Wilson next informed the Committee of the page containing dispute resolution steps as well as the appendices: Appendix A is authorities and references; Appendix B is a better explanation of acronyms as well as definitions. Mr. Wilson pointed that the final pages include local, tribal, territorial, and FEMA rates as well as the resource request forms.

Jeanne Freeman indicated that there are a variety of typos within the document.

Chair Fogerson informed the Committee that in the interest of time, the typos could be addressed offline, outside the meeting.

Jeanne Freeman pointed out that page 4, under IMAS participants and responsibilities, discusses mandates about public agencies, including political subdivisions, school districts, and special districts participating in IMAS. Ms. Freeman indicated that she is not familiar with outreach being done with schools and asked Committee members for any information they may have regarding this subject.

Chair Fogerson asked for Mike Wilson's opinion regarding this subject.

Mike Wilson indicated his belief that other school districts are likely unaware of this.

Chair Fogerson discussed doing some outreach possibly through the venue of a monthly school emergency manager meeting and indicated that there are only two or three true school emergency managers in the state whereas in all other districts this role is served by another member of the administration.

Jeanne Freeman suggested conversing with the State Department of Education regarding presenting this to state superintendents in order to raise their awareness of this. Jeanne Freeman next discussed the resource request form for DEM addressed on the top of page 9, indicating that the wording gives the impression that there is a separate request form for Intrastate Mutual Aid. Ms. Freeman suggested modifying the verbiage to clarify that this is actually the same form.

Eric Wilson indicated that this could be done.

Jeanne Freeman indicated that there are areas in the document referring to EMAC and questioned if this is the appropriate document for definitions and references to EMAC given that it is meant to tie into and lead into EMAC documents.

Jon Bakkedahl, DEM, explained that the basis for this document came from the EMAC, and that those are the forms being developed and changed to meet the intrastate need. As such, Mr. Bakkedahl concurred that the language needs to be modified.

Lanita Magee, DEM, explained that the intent of combing the forms was to unify both intrastate and interstate deployment of resources in terms of submittal of the same forms.

Tod Carlini pointed out that page 5, number 3 talks about participants who have opted out and lists those who have opted in and suggested some clean up there. Mr. Carlini questioned if any members of the Committee were aware of the compliance percentage pertaining to the discussion on page 10 about participants providing an annual inventory of resources available.

Jon Bakkedahl indicated that compliance right now is very low.

Tod Carlini asked if there were any plans for DEM to get back onto the effort of resource typing with all the different participants.

Chair Fogerson explained to the Committee that approximately 10 years earlier, DEM had hired a contractor to go to local jurisdictions and take inventory of all their resources. Chair Fogerson explained that this has not been re-upped, but DEM provides the counties with EMPG money to take care of this. Chair Fogerson further indicated that now that the COVID response has settled some, DEM can begin looking at some options. Chair Fogerson further conceded that the contractor used by the state did not necessarily give the same level of care at each jurisdiction.

Tod Carlini opined that one of the challenges that really moves the concept forward is DEM's availability to inventory all the resources when it is time to push them out and indicated his belief that this is one of the areas of focus that needs to be brought to bear on really making this agreement function as intended.

Chair Fogerson explained that when this was first designed, it was from the approach of the fire side of things, but this has expanded to include many additional disasters since that time. Chair Fogerson explained that some outreach may work in the cities. Chair Fogerson further indicated that DEM could also reach out to the special general improvement district group, as well. Chair Fogerson indicated that he and Mr. Bakkedahl believe DEM will have some money to accomplish some of this through some of its grant processes.

Tod Carlini asked if there have been any changes to NRS 414A that need to be procedurally memorialized here that may have been missed.

Chair Fogerson explained that the only recent change in 414A was moving from under DPS to the Office of Military, and that this change is already represented in the document. Chair Fogerson suggested possibly adding the IMAC and an appendix and removing it from the document. Chair Fogerson indicated that Ms. Lanita Magee would be the person who would decide how that would best work.

Jeremy Hynds asked if the discussion regarding traveling outreach across the state upon formation of the IMAS had ever taken place and if it would continue to provide full understanding of the document as well as to add training or exercises to keep the document efficient and accurate.

Chair Fogerson explained that city and county emergency managers have the responsibility to ensure that the information reaches their districts and indicated his openness to adding a training/exercise piece. Chair Fogerson further indicated that if the documentation were added to something that people see more frequently, like the IPPW, this might be a better place for it.

Jon Bakkedahl concurred.

Jeanne Freeman concurred.

Billy Samuels concurred and indicated his support for Mr. Hynds' idea of going through each county and city and corporations. Mr. Samuels further indicated that he and Mr. Bakkedahl would be working on this in the coming year.

James Walker, Nevada Department of Transportation, questioned the statement on page 7 regarding coordinating mutual aid trade of time that is without expectation of reimbursement, suggesting that the implication is that requesting mutual aid is not going to initially have the expectation of reimbursement unless this is prearranged.

Chair Fogerson acknowledged Mr. Walker's point and indicated that DEM would look again at 414A to ensure that the language matches the law.

Ken Quiner indicated that only four tribes have opted in and asked about the opt-in requirements and whether or not these requirements were clear to the tribes.

Jon Bakkedahl explained that a tribal resolution in the format was needed to opt in, and he could send Mr. Quiner a sample one.

Ken Quiner suggested clarifying the need to request a formal resolution in the documentation.

Chair Fogerson indicated that he would look at the language in 414A to ensure that the language was clear and cleaned up.

1. **Presentation on Real World Events and 2021 Fire Season Preparations**

Chair, David Fogerson, opened this agenda item for discussion only lead by Lanita Magee, DEM/HS.

Lanita Magee, DEM/HS, discussed the types of resources the state was able to provide and support. Ms. Magee explained that Nevada is the first state to have not only one, but two mobile vaccination units, which were used to administer approximately 6,500 vaccines, including tribal partners and agencies as well as those who might not have access otherwise. Ms. Magee indicated that this required a whole community effort, a term that FEMA uses to ensure the integration of federal, state, local, tribal, and non-governmental organizations. Ms. Magee explained that there were hiccups along the way, including weather-related issues and the brief pause of the Johnson & Johnson vaccine. Ms. Magee explained that the DEM was fortunate to be able to extend those routes to come and offer a second dose given that the one-shot dose was not available, which extended the mission by approximately two-and-a-half weeks. Ms. Magee indicated that this was the first non-hazardous deployment in the history of the state.

Lanita Magee informed the Committee that the Get Out the Vax operation was also incredibly successful, which included 436 total outreach efforts, 343,592 distributed materials, and 256 vaccines administered after hours at the Department of Motor Vehicles. Ms. Magee indicated that 22 zip codes were completely canvassed, including those that were high priority/low vaccination rates, which encompassed 448 total interactions with access and functional needs populations and 1,595 COVID-19 tests administered at the UNLV Stan Fulton operation.

Lanita Magee discussed the Caldor fire, explaining that this was the first time a task force had been deployed from multiple entities, including Clark County Fire, North Las Vegas, Pahrump Fire, and City of Las Vegas, which were used to backfill the community response stations as those units are not wildland fire assets. Ms. Magee explained that by backfilling the community response stations, additional wildland fire-trained personnel were able to actually respond to the fire. Ms. Magee informed the Committee that in a 50-hour stand, the assets were able to save the town of Meyers, population approximately 20,000. As such, Ms. Magee explained this incident has shown that bringing up even one taskforce can make a huge difference not just to a community, but to the livelihood of that community and the people being impacted. Ms. Magee acknowledged the great work done by the partners willing to deploy resources to assist and in addition indicated the strong partnerships in existence with NDOT, ESF#13, ESF#6, and NHP, among others. Ms. Magee explained that the fire remained completely in California and never made it to Nevada, fortunately. Nonetheless, Nevada did end up sheltering multiple evacuees and their pets, which did create challenges.

Lanita Magee indicated that COVID operations continue to date and that DEM is at resource order 5,486 since the beginning of last year. Ms. Magee explained that these are all resource-request forms that have been processed in the state emergency operations center and include things like tests, PPE, National Guard members, and light kits. Ms. Magee further explained that the warehouses work underneath the operations sections and as such, all of the orders have been fulfilled in some way, shape, or form using resources on hand and creative thinking of partnerships.

Lanita Magee informed the Committee that the incident management team has its first fully credentialed all-hazards person in the state, someone who is with the Nevada Highway Patrol. The new hire is fully credentialed as a Type III Operations Section Chief and is one class away from being a fully credentialed incident commander for a Type III all-hazards incident or event. Ms. Magee explained that much hard work and many partnerships went into making this happen, including participation in classes and events and incidents. Ms. Magee explained that class offerings thus far include eight position-specific classes. These do not include Incident Command System 3 and 400. An additional five classes have been scheduled between April 1 and March 31, all of which are position-specific classes in order to ensure the continued building of all-hazards IMT capability in the state.

Lanita Magee indicated that the state has an informal inquiry from the state of Kentucky for response to their tornadoes, and the current response includes 23 to 24 people. Ms. Magee explained that as part of the Emergency Management Assistance Compact, once the mission-ready package is built, it is submitted to Kentucky, who will then decide whether or not to take Nevada up on its offer. Ms. Magee explained that this will be a long-term response for them, so even if Nevada is not initially involved, due to the devastation, the state will likely become involved at some point.

Lanita Magee explained that DEM is continuing to formalize the Incident Management Assistance teams per NRS 414.080 and that the application process and standard operating guidelines are nearly complete. Ms. Magee indicated that once they are complete, that will be pushed out on the listserv for review and/or input. Ms. Magee clarified that DEM is not reinventing the wheel but rather using the best practices from those that have come before in getting the program up and running. Ms. Magee further indicated that DEM continues to maintain the tentative Team 4 on the supplemental response team for a federal government response and explained that this would be for something like the Kentucky request.

Lanita Magee indicated that the state training website went live on July 1 and that this is appropriate to the IMT discussion because the second piece of that is the credentialing process. Ms. Magee indicated that once that part is up and running, DEM will have the ability to input credentials into the system so that the system can be immediately queried rather than using the listserv. Ms. Magee explained that she is in the process of figuring out who there is, what positions they can fulfill, and how quickly they can be deployed. Ms. Magee further explained that in the long run, the process will be much more streamlined than it is now.

Lanita Magee informed the Committee that DEM support of field operations is continuing to evolve through training and exercise. Ms. Magee explained that DEM has gotten a lot of positive feedback from partners in the field, including the members of IMAC. Ms. Magee reminded the Committee that DEM exists to support the needs, training, and exercise of those in the field rather than the other way around and explained that DEM has worked very hard to ensure that those in the field are being asked what they need rather than DEM making assumptions. In addition, Ms. Magee indicated that more DEM personnel will be present at meetings, trainings, and exercises going forward, including at local emergency planning committees. Ms. Magee explained that some DEM personnel will be engaged in New Year's Eve operations in Las Vegas in order to continue to familiarize with operations and ensure the ability to support those in the field, all of which will tie back into the Incident Management Assistance Team operation.

Lanita Magee concluded her report by informing the Committee that Super Bowl LVIII in 2024 will be held in Nevada, which will create a significant amount of additional work. Ms. Magee explained that DEM has access to other plans for organizations and jurisdictions that have done this before and offered to share those plans with any interested Committee members.

Billy Samuels asked for clarification regarding the credentialing program.

Lanita Magee clarified that there were two different credentialing and explained that the credentialing she discussed in her report was the All-Hazards Planning Section Chief, Operations Section Chief, and Incident Commander. The other credentialing was for the federal ID cards, and continues to be a work in process. Ms. Magee indicated that Nevada remains a beta test partner in that site, which has been transitioned to Eric Wilson who is now the lead. Ms. Magee explained that DEM intends to continue to push forward with the program, including integrating it into the Joint Emergency Training Institute (JETI), who has already reached out to DEM and asked for the ability to use it at their facility, a request that DEM granted.

1. **Briefing on IMAS Reimbursement Forms**

Eric Wilson, DEM/HS, explained that the IMAS reimbursement forms are based off of the EMAC reimbursement forms that had been developed by Kelly Baratti. Mr. Wilson went through the different forms and information with the Committee, starting with basic information, moving to the benefit calculator, the travel tab, meals, equipment for hours and dates used, total miles, incident hours and mileage for agency vehicles, as well as a standard checklist distributed with the reimbursement form that explains the different tabs.

Kelly Echeverria cited her interaction with the animal services team in regards to the Caldor fire, indicating that the form is not clear on where something like this would go and asked for clarification where things like this should go on the form.

Jon Bakkedahl explained that this would need to be broken up into three different spots on the form for that type of resource: device, supplies, and manpower hours. Mr. Bakkedahl further indicated the need to break this down because if the cost is over national going rate, the reimbursement would either be denied or cut to actual going rate if it were all to be lumped in together. Mr. Bakkedahl explained that the better it's broken out and the more justification there is with it, the better the opportunity for reimbursement to that agency.

Chair Dave Fogerson suggested training with emergency managers and fiscal folks once the documents are approved by the Committee. Chair Fogerson further suggested recording that training so that future staff members or those who use the forms only rarely can watch the video for how to fill out the forms.

Kelly Echeverria indicated the need to address exactly this suggestion in the IPPW.

Jon Bakkedahl suggested bringing up this suggestion at LEPC meetings, as well, in order to begin the facilitation through there. Then, going forward, routine workshops can be held to ensure everyone understands how to use the system.

Jeremy Hynds opined that it might be beneficial to start putting a pricing menu or rate sheet given that finance folks may not know the going rate for equipment the way those out in the field would.

Jon Bakkedahl indicated his agreement with Mr. Hynds' suggestion.

Chair Dave Fogerson added that even though FEMA has going rates, the state can still charge as long as they can prove that the rate local is justified.

Lanita Magee reminded the Committee that not everything is typed in price and that the document auto calculates. As such, the invoice on the front page is a compilation of everything inputted on the tabs throughout. Ms. Magee explained the reasoning behind this is to make it one reimbursement package regardless of whether it's interstate or intrastate. Ms. Magee further cautioned the Committee that conversations need to take place regarding permission prior to the rental of equipment in order to be reimbursed.

Jeanne Freeman suggested building a tabletop into the training piece to make it more robust than rather just a presentation for the better understanding of all involved.

Lanita Magee indicated that if the emergency managers can bring their finance people in for training, DEM would be happy to offer that training for whatever length might be needed.

Jeanne Freeman praised the finance and admin unit leader class, indicating that this is a class that provides understanding of what needs to be going to the finance unit team in order to ensure overall success for an emergency, including the fiscal piece.

Lanita Magee requested that Jeanne Freeman email her comments regarding the class so that Ms. Magee can send it out statewide and garner additional interest.

Jeanne Freeman asked for clarification regarding the Nevada IMAS AR signature form, indicating that it was not on the Excel sheet that was identified. Ms. Freeman asked for clarification regarding the reimbursement percentage approval percentages.

Jon Bakkedahl explained that for the state to reimburse based on the disaster relief account, that is a 50-50 basis, which will provide 50 percent reimbursement. If approved federally, this jumps to 75-25. With substantial costs, such as the tornadoes in Kentucky, that is 100 percent reimbursement; otherwise rural community structures would never recover from the costs incurred in a 25-percent match. Mr. Bakkedahl explained that the cost to the location that you're responding to ultimately works it out as to what the reimbursement schedule is going to be back to the response agency, they sign off on it, they both agree upon the expectation and the percentage for reimbursement.

Mike Heidemann supported the suggestion of DEM coming out to present training to the various LEPCs, particularly in the rurals, where these things are not used often. Mr. Heidemann further indicated that the preparedness summit might be a good avenue for a breakout session given the different disciplines that would be there and could benefit from this.

Chair Dave Fogerson indicated his support for that suggestion.

1. **NAC 414A Regulation Review and Reporting Revisions**

Chair, David Fogerson, opened this agenda item by providing an overview of the IMAC reporting requirements and deadlines required by NAC 414A and IMAC duties. There were no comments from the Committee.

1. **Public Comment**

Chair, David Fogerson opened discussion for public comment.

Jeanne Freeman commended DEM on the quality of the trainings in the last year since trainings have once again been held in-person. Ms. Freeman praised the quality of the instructors and the classes. Ms. Freeman opined that there appears to be more engagement across the state and attributed that added engagement to the training officer lead, Lanita Magee, taking a more engaged approach across the state.

There was no additional public comment.

**11. Adjourn**

Chair, David Fogerson called for a motion to adjourn the meeting. Kelly Echeverria, Washoe County Emergency Manager, motioned for adjournment. Jeremy Hynds, City of Henderson Emergency Manager, seconded. All IMAC present were in favor of adjournment of the meeting. Meeting adjourned.