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**Meeting Minutes**

**Emergency Preparedness Working Group**

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| **Attendance Record** | **DATE** | March 28, 2022 | |
| **TIME** | 1:00 p.m. | |
| **METHOD** | Zoom Teleconference  Conference line #: (669) 219-2599  Meeting ID# 686 738 8625 | |
| **RECORDER** | Sherrean Whipple | |
| **Committee Members** | **Present** | **Non-Voting Membership** | **Present** |
| Sheriff Ken Elgan (Esmeralda) | ABS | Jon Bakkedahl – Chair | X |
| Lee Cabaniss (Elko) | X | Carol Dinsman – DOE Representative | ABS |
| Billy Samuels (Clark) | X | Tiffany Gamero – DOE Representative | X |
| Scott Lewis (Nye) | X | Yuri Graves – DOE and NNSA Representative | X |
| Eric Holt (Lincoln) | X | **Supportive Staff** | **Present** |
| Brett North (White Pine) | ABS | Samantha Ladich – Sr. Deputy Attorney General | X |
|  |  | Sherrean Whipple – Administrative Support | X |

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

Chair, Jon Bakkedahl, Nevada Division of Emergency Management and Homeland Security (DEM/HS) called the meeting to order. Sherrean Whipple, DEM/HS performed roll call, and quorum was established for the meeting.

1. **PUBLIC COMMENT**

Chair Bakkedahl opened the first period of public comment.

Commissioner Ralph Keyes, Esmerelda County, thanked the Group for inviting him and indicated that two of Fish Lake Valley's EMT ambulance coordinators were also in attendance.

No additional public comment was provided during this period.

1. **APPROVAL OF MINUTES**

Chair Bakkedahl opened discussion on the approval of the minutes from the December 6, 2021, Emergency Preparedness Working Group (EPWG) meeting. Scott Lewis, Nye County, motioned to approve the minutes as presented. Eric Holt, Lincoln County, seconded the motion. All were in favor with no opposition. Motion passed unanimously.

1. **UPDATES FROM THE NEVADA DIVISION OF EMERGENCY MANAGEMENT/HOMELAND SECURITY (DEM/HS)**

Chair Jon Bakkedahl introduced new or promoted personnel from DEM: Jared Franco, Administrative Services Officer (ASO) III; and Suz Coyote, Grants and Recovery Manager.

1. **EMERGENCY PREPAREDNESS WORKING GROUP (EPWG) GRANT ALLOCATIONS**

Jared Franco, DEM/HS, indicated that there are still some outstanding balances from the jurisdictions, mainly Esmeralda County. Mr. Franco explained that Esmeralda County has hired an accounting firm to start spending down money. Concerning the Grants, $1.2 million has been rolled over into the new grant year and is still available to spend with approximately $527,000 available each year between July 1, 2021, and June 30, 2026. Mr. Franco indicated that the 2021 has not yet been released because it is still awaiting committee approval, but it is anticipated that each jurisdiction will receive approximately $87,000. Mr. Franco explained that in the interest of becoming better about releasing this money, at the beginning of each state fiscal year in July, DEM/HS would like to hold a committee meeting to approve the amounts and release them out to the jurisdictions for spend down.

Commissioner Ralph Keyes, Esmeralda County, explained his understanding that the county is behind on some of its paperwork and informed the group that an independent auditor has been called in to help the county get back into compliance and access the funds.

Jared Franco assured Commissioner Keyes that the contact information for the accounting firm has been passed on to grant staff in order to work together to bring Esmeralda County up to date.

Billy Samuels, Clark County, asked if his county has received an award letter for FY 2020 or if DEM is still in possession of that award letter.

Jared Franco assured Chief Samuels that he would check on that for him.

Chair Jon Bakkedahl explained that the actual contract year is for a period of five years and then the grants have an operational period of years after that. As such, there are different augmented years from years of contract and years of award. Chair Bakkedahl further explained that the awardees, the six counties, have an operational period to spend that money afterwards. Chair Bakkedahl echoed Mr. Franco's assurance that DEM will follow up on the sending of the 2021 award letters. Chair Bakkedahl informed the group that DEM foresees a bit of change with the way the money would increase a slight amount based on a recent notification from the Department of Energy for 2021 amount to be released.

Chair Bakkedahl asked for any further questions for Jared Franco on the current contract money available for each jurisdiction. There were none. Chair Bakkedahl closed the item.

1. **GRANT APPLICATION FORMS**

Chair Jon Bakkedahl explained that this discussion will include the path forward on EPWG Grant Applications, Quarterly Progress Reports (QPRs), and the Quarterly Financial Reports (QFRs). Chair Bakkedahl explained that the working group will have the opportunity to discuss the application forms and vote on their approved use moving forward.

Chair Jon Bakkedahl began the discussion with the Quarterly Progress Report, indicating that DEM is attempting to make it as simple as possible for the end user, particularly in smaller counties that may only have one person performing multiple jobs. Chair Bakkedahl explained that the progress report will be strictly checking a box for the selection money was used towards, and additional information can be put in the lower box.

Chair Jon Bakkedahl explained that the application form is directly out of ZoomGrants, a web-based portal to which DEM is moving most of its grants. Chair Bakkedahl indicated that this allows users to have a digital platform into which they can log in from anywhere and comprised of simple questions regarding the compact, response plan, and jurisdictional Disaster Resilient Community answers and questions. Chair Bakkedahl informed the group that the same paperwork that has been on the historical paper applications is now on the digital platform and assured the group that DEM will be available for technical help for anyone struggling with the digital platform. Chair Bakkedahl indicated that the platform is actually very easy to use, explaining that DEM has been using it for EMPG and the Homeland Security Grants for the state. Chair Bakkedahl further explained that once users enter all the information and add in budget costs, the program does the math for the users, indicating that the budget that's allowed will already have been inputted by DEM. Chair Bakkedahl informed the group that they will be able to drop in the different attachments needed for compliance with the grant application. Chair Bakkedahl reiterated that DEM assistance is available, if needed.

Chair Jon Bakkedahl next discussed the Quarterly Financial Report, explaining that this is a fixed document that is used for all DEM/HS grants. Chair Bakkedahl informed the group that it is posted both inside of ZoomGrants and in the paper option that allows users to enter the different expenditures, break down those expenditures, and enter the amount left over based upon their total allowance. Chair Bakkedahl indicated that this is likely the most complicated of all the forms and offered DEM's help and technical assistance to the counties. Chair Bakkedahl further indicated that there is an attachment containing a Project Change Request for those looking to make a substantial change to the document inside the application. Chair Bakkedahl explained that the EPWG would review that change to ensure that the intent behind the grant is met, after which the request will be made possible via a vote at the next quarterly meeting. As such, Chair Bakkedahl requested that these Project Change Requests be submitted timely in order for them to be added to the agenda. Chair Bakkedahl further indicated that the Project Change Requests for jurisdictions would be made a standing item for discussion. Chair Bakkedahl opened the floor for comments, questions, or concerns from the group.

Karen Taylor, Clark County, in reference to question number 4, indicated that NRS 333 is for state only and that the UASI applications have added 332 for counties and cities.

Jared Franco explained that the officiants of this money have to ensure that NRS 333 is being followed. Mr. Franco further indicated that there is literature inside of NRS 333 that explains to what local jurisdictions and counties must adhere. Mr. Franco explained that he would look into the UASI; but reiterated the importance of ensuring the officiants of this money continue to hold to the standard of NRS 333 going forward.

Karen Taylor explained that on the application in ZoomGrants, both are listed, and indicated that Clark County's DA determined that Clark County could not sign because it is bound by NRS 332, not 333.

Chair Jon Bakkedahl reminded the group that this agenda item is just for discussion of the forms themselves and not the in-depth aspects of the questions. Chair Bakkedahl indicated that DEM will work with the DEM Deputy Attorney General and local councils to ensure that everything is attainable and in compliance with the state rules, and then create an agenda item on a future meeting in order to discuss the resolution as to the actual content for the statute requirements.

Scott Lewis, Nye County, motioned to approve moving forward with the grant application forms as presented with the possible changes in language. Lee Cabaniss, Elko County, seconded the motion. All were in favor with no opposition. Motion passed unanimously.

1. **EPWG JURISDICTION PRESENTATION**

Chair Jon Bakkedahl explained that the intent under this agenda item is to establish a new standing presentation by one of the six counties at the EPWG membership to report to the working group with a slide or slides and pictures that demonstrates how EPWG funding has been used in their jurisdictions over the last one-year operational period. Chair Bakkedahl indicated that no jurisdiction is actually due on this agenda and explained that historically, there used to be a presentation that was good for both DEM and for Department of Energy partners to see and have updated information as to how funding was being used.

Billy Samuels, Clark County, indicated his willingness to work on this for the next meeting.

Chair Jon Bakkedahl indicated that this presentation from Clark County would be added as an agenda item on the next meeting.

Scott Lewis, Nye County, stated he supported the reimplementation of the presentation.

Lee Cabaniss, Elko County, asked if a format or some prior presentations were available for members who had not been part of the Committee at the time these presentations were done.

Chair Jon Bakkedahl explained that he will be sending a single-slide template for everyone to use as a tool moving forward for presentations. Chair Bakkedahl next opened the floor for questions.

Yuri Graves thanked Chair Bakkedahl for re-including this item on the agenda, indicating that it will be helpful from a federal perspective to see where this money is actually being used.

Chair Bakkedahl asked for any further comments. Hearing none, Chair Bakkedahl closed the item.

1. **REVIEW EPWG CHARTER AND BYLAWS**

Chair Jon Bakkedahl indicated that this agenda item would include a discussion of the current EPWG’s charter and bylaws, as well as review the current quarterly meeting schedules and discuss the possibility of moving to a semi-annual meeting. Chair Bakkedahl explained that historically, this was called bylaws and has, over the last year, changed to a charter. Chair Bakkedahl indicated that the historical bylaws are included under attachment 8, and that attachment 8A is the current working group charter. Chair Bakkedahl further indicated that under IV, Meetings, EPWG meetings will be called at the discretion of the Chair or at the request of the Chief, but not less than biannual and/or at the request of the Chief. Chair Bakkedahl then suggested that the EPWG continue with quarterly meetings because discussions can then be had regarding Quarterly Progress Reports and Quarterly Financial Reports to ensure that everyone is compliant and to help those that are not compliant to get into compliance. Chair Bakkedahl opened the floor for comments from the group.

Billy Samuels indicated his support of quarterly meetings if they were not excessively long.

Scott Lewis concurred.

Eric Holt concurred, indicating his belief that quarterly meetings will keep the group more up to date.

Lee Cabaniss concurred.

Ralph Keyes, Esmeralda County indicated his support for quarterly meetings, citing the fact that it can help keep the counties on track.

Karen Taylor commented on the charter, explaining that approximately two to three years earlier, an item passed that if any balance from any of the counties reached the three-year point and had not been spent, it would then be added back to the pool to be re-distributed to other counties.

Jon Bakkedahl indicated that none of this is listed in the current charter and that this particular item could be agendized for a future meeting and thanked Karen for her comment.

Chair Jon Bakkedahl asked for a motion to approve quarterly meetings as they stand. Lee Cabaniss, Elko County, motioned to approve quarterly meetings as they currently stand. Scott Lewis, Nye County, seconded the motion. All were in favor with no opposition. Motion passed unanimously.

1. **PUBLIC COMMENT**

Chair Bakkedahl opened the second period of public comment.

Ralph Keyes, Esmeralda County, commented that nothing had been agendized regarding Esmerelda County's situation, but that he wished to ensure that the county received all the required documents for any claims that had been cleared in order to be certain that Esmerelda County has all policies in order and up to date.

Chair Bakkedahl asked for further comments. Hearing none, Chief Bakkedahl closed public comment.

1. **AdjournMENT**

Chair Jon Bakkedahl asked for a motion to adjourn. Scott Lewis, Nye County, motioned to adjourn. Eric Holt, Lincoln County, seconded the motion. All were in favor with no opposition. Motion passed unanimously.