



Meeting Minutes Emergency Preparedness Working Group

Attendance	DATE	Thursday, December 21, 2017	
	TIME	1:30 P.M.	
	LOCATION	Nevada Division of Emergency Management Training Room 2478 Fairview Drive Carson City, NV 89701	
		Clark County Fire Department – Station #18 2 nd Floor Conference Room 575 E. Flamingo Road Las Vegas, NV 89119	
	METHOD	Teleconference – Videoconference	
	RECORDER	Shea Schultz	
Committee Members	Present	Staff and Others	Present
Caleb Cage	X	Sonja Williams	X
Ken Elgan (Esmeralda)		Shealyne Schultz	X
Jeff Knudtson (Elko)	X	Annette Anderson	X
Irene Navis (Clark)	X	Dave Drew	X
Vance Payne (Nye)	X	Elaine Zimmerman	X
Rick Stever (Lincoln)	X	Richard Flanagan	X
Tim Woolever (White Pine)	X	Kendall Herzer	X
		Karen Taylor	X
		John Steinbeck	X
		Stephanie Parker	X
		Tammy Davis	X

1. CALL TO ORDER AND ROLL CALL

Chair, Chief Caleb Cage, called the meeting to order. Shea Schultz called roll and quorum was established.

2. PUBLIC COMMENT

Chair, Chief Caleb Cage, opened the meeting for public comment.

Vance Payne congratulated Rick Stever on his retirement and wished him luck in his next endeavors. Rick Stever advised that this will be his last meeting and noted his appreciation for everyone and the friendships he has made through the Working Group.

Chief Cage asked if a new emergency manager has been named for Lincoln County. Rick advised that the new emergency manager will be Eric Holt.

Irene Navis advised she will be retiring as well, and this will likely be her last meeting with the group. She added that she will be sending a letter to Chief Cage requesting that Chief John Steinbeck replace her on the Working Group. She thanked everyone for the experience she has gained through this group and commended everyone for their work and participation.

Vance Payne commended Irene on her friendship and work with the Working Group.

Jeff Knudtson thanked both Irene and Rick for their work.

3. APPROVAL OF MINUTES

Chair, Chief Caleb Cage, gave members the opportunity to review the minutes from May 31st, 2017.

Tim Woolever made a motion to approve the minutes and Irene Navis seconded. There was no further discussion. All were in favor and the motion carried.

Chief Cage advised members that he will be going through these minutes and working toward developing the framework that is discussed. He explained that due to time constraints he has been unable to develop a framework to present to the group with as much detail as he would like.

4. OVERVIEW AND UPDATES ON THE PREVENTATIVE RADIOLOGICAL AND NUCLEAR DETECTION (PRND) PROGRAM AND THE STATE EMERGENCY RESPONSE COMMISSION (SERC)

Chair, Chief Caleb Cage, provided members with an update on SERC. He advised that he has been working with Jon Bakkedahl, the Division of Emergency Management's (DEM) Training Officer. He explained that Jon serves on SERC with him and noted some of his radiological background. He continued that at the last SERC meeting in October, the Commission had a discussion regarding what their role will be for the coordination of various grant programs and ensuring there is a good framework for the Commission going forward. He advised that at the meeting a Subcommittee was created that will be dedicated to coordinating the different radiological and nuclear grant programs within the State of Nevada. He stressed that the purpose of this was not to interfere with the EPWG, but rather ensure that the programs that are currently underway are coordinated. He explained that through the Subcommittee they would hear grant proposals from various bodies and determine who would pursue those funds.

The idea is to give the different groups a governance and coordination body to ensure that all groups know what the others are doing and what the plans consist of. This would assist in breaking down some of the silos that are there. Especially as they develop and continue to stand up the PRND Program. Chief Cage advised that

Jon was appointed Chairman of the Subcommittee and was given specific guidance to develop broad bylaws to bring back for the Commission's approval.

Chief Cage noted that he would like to continue to look at the framework for the EPWG that has been discussed and how it works with the SERC Committee that has been established to ensure they are not duplicating work. He would like to continue to build the EPWG framework going forward.

Dave Drew provided an update on the current calibration program and an issue he has run into. Unfortunately, the current vendor that is being used is now charging a fee to exchange equipment. He explained that he is awaiting information from them on how much this will cost. But, in the meantime he is researching other vendors. He noted one that is located in Vegas, Instrotech. However, for the type of equipment the counties have the calibrations would be done in North Carolina, and a shipping cost would need to be factored in. Vance Payne advised he has used this company before and that the shipping cost ended up being around \$5,000. Dave stated he would continue to look at other vendors. Vance suggested leveraging the partnership with the Department of Energy (DOE) and seeing if they can offer assistance with calibrations.

Irene Navis noted that this may be an opportune time to pull together members of the SERC, EPWG, and those involved in PRND planning and coordinate a workshop to discuss goals and objectives. This would be an opportunity to have a single strategic direction right from the start with the various groups. Vance Payne supported this idea, noting the importance of having awareness of each group's mission and the benefits this provides for the state.

Vance Payne commented on the PRND draft that was recently sent out. He spoke to the troubles he finds with this document and how it leaves a large hole by not including Northern Nevada. Chief Cage advised he will look into this document.

Chief Cage stated he was in support of Irene's suggestion and recommended having this be a discussion at the next meeting. He advised he would like to invite SERC representatives and have an overview of the programs provided to get a detailed look and develop a unified vision moving forward. It was determined this will be an agenda item at the next meeting.

Tim Woolever requested an update on equipment standardization. Chief Cage advised that Jon Bakkedahl is working on this, but it has not been put into a framework. Dave Drew added that a rough list has been developed and this was included in the equipment and training plan. There was brief discussion on equipment calibration needs and the purchasing of equipment. Vance noted the plans Nye County has developed and discussed how equipment purchases were staged and developed through the plan.

Irene Navis requested that DOE attend the meeting when they have the strategic discussion and noted the importance of them being included. She noted she would like them to give an up to date status and discuss any changes that have been made. She commented that with DOE realigning it would be important to know how and if this will impact the Nevada programs.

5. UPDATES ON CURRENT FUNDING

Sonja Williams provided members with an update on the current funding. She noted that they are making progress with most of the fiscal years. She advised that for Fiscal Year (FY) 2016 they have spent about half, and they are just beginning to spend FY17. She added that they have received two funds for 2018, but they only amount to approximately \$215,000, so they will await another before pushing out FY18 funds. She provided members with a wrap up sheet of current balances.

Tammy Davis with Esmeralda County advised she believes they have closed out FY12. Irene Navis with Clark County advised that FY12 should be closed for them as well. Sonja pull these files and look into this.

Irene commented that for FY13 they will be deobligating the remaining \$24, and for FY15 they intend on spending this down.

6. REQUEST TO REALLOCATE EPWG GRANT PROGRAM FUNDS

Irene Navis with Clark County provided an overview of their submitted project change request. She advised that this would be a change in the scope of work. \$15,000 would come from a previous project that is no longer moving forward and funds would be used for the purchase of electronic dosimeters. Then \$27,000 would be used for electrical and low voltage wiring for Clark County Emergency Operations Center (EOC) enhancements. Sonja Williams that this request will require EHP review due to the electrical wiring. She will provide the necessary form for this.

Tammy Davis with Esmeralda County provided an overview of their submitted project change request. She advised they are just working to spend down some of their old money. This change request would be used to purchase new updated radio equipment that will be located in the EOC. Sonja noted an error in the faceplate of the project change request, and this will be resolved internally following a motion to approve these requests.

Vance Payne made a motion to approve both of the project change requests as presented. Rick Stever seconded. All were in favor and the motion carried.

7. PUBLIC COMMENT

Chair, Chief Caleb Cage opened the meeting for public comment.

Sonja Williams reminded members to include quarterly progress reports in addition to the quarterly financial reports they will submit at the end of the month.

Chief Cage advised that he would like the next meeting to take place in February. This will include a discussion of all the programs and the efforts that are working together and updates on the framework for the EPWG.

Elaine Zimmerman requested that any information that be distributed to the EPWG be sent to her as well until things are transitioned from Rick Stever.

8. ADJOURN

Vance Payne made a motion to adjourn the meeting. Rick Stever seconded. Meeting was adjourned.