



STATE OF NEVADA MEETING NOTICE AND AGENDA NEVADA INTRASTATE MUTUAL AID COMMITTEE

Name of Organization: Nevada Intrastate Mutual Aid Committee

Date and Time of Meeting: June 15, 2022, at 10:00 a.m.

Place of Meeting: There will be no physical location for this meeting. The meeting can be listened to, or viewed live, over the Internet through the Nevada Division of Emergency Management YouTube channel at:
<https://www.youtube.com/channel/UCFGa6exzrZdlqA6PP55kfqq>

Conference Line: Conference line #: (669) 219-2599
Meeting ID# 686 738 8625
When prompted for Participant ID, please press #

Current Voting Membership			
Name	Organization	Name	Organization
Mike Allen	Humboldt County Sheriff	Kerry Lee	Lincoln County Sheriff's Office
Ron Bollier	NV Div. of Forestry	Bill Murwin	NHO—Northern Command
Tod Carlini	East Fork Fire Prot. Dist. Chief	Don Pelt	Pyramid Lake Paiute Tribe
Brett Compston	NV National Guard	Deb Pierce	Civil Air Patrol
Kelly Echeverria	Washoe County Emergency Manager	Ken Quiner	Washoe Tribe of NV and CA
Jeanne Freeman	CC Health and Human Services	Billy Samuels	Clark Co. Fire Dept-Deputy Chief
Mike Heidemann	Churchill County	Jerome Tushbant	CC Sheriffs Dept
Sam Hicks	Truckee Meadows Fire Prot. Dist	James Walker	NV Dept of Transportation
Jeremy Hynds	City of Henderson	Mike Wilson	Clark County School District
Matt Petersen	Elko County		



STATE OF NEVADA

MEETING NOTICE AND AGENDA

NEVADA INTRASTATE MUTUAL AID COMMITTEE

This meeting will be video or teleconferenced as specified beginning at 10:00 a.m. The Intrastate Mutual Aid Committee (Committee) may act on items marked "For Possible Action." Items may be taken out of the order presented on the agenda at the discretion of the Chair. Items may be combined for consideration by the Committee at the discretion of the Chair. Items may be pulled or removed from the agenda at any time.

Please Note: Witnesses wishing to have their complete testimony/handouts included in the permanent record of this meeting should provide a written or electronic copy to the Committee's administrative support staff. Minutes of the meeting are produced in a summary format and are not verbatim.

1. **CALL TO ORDER AND ROLL CALL** – Chair, Jon Bakkedahl.
2. **PUBLIC COMMENT**– (Discussion Only) – No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. Public comments may be limited to 3 minutes per person at the discretion of the Chair. Comments will not be restricted based on viewpoint.

To provide testimony during this period of public comment via telephone, please call in any time after 9:30 a.m. on the day of the meeting by dialing (669) 219-2599. When prompted to provide the Meeting ID, please enter 686 738 8625 and then press #. When asked to provide public comment, please press *6 to unmute your phone and *6 again when your comments are complete.

Please be advised that the YouTube stream will be between 60-90 seconds behind the live meeting. If you would like to present public comment, please call in using the above number to hear the meeting live.

3. **APPROVAL OF MINUTES** – (Discussion/For Possible Action) – Chair, Jon Bakkedahl. The Committee will discuss and review the minutes of the December 15, 2021, Committee meeting. The Committee will determine whether to approve the meeting minutes.
4. **ANNOUNCEMENT OF NEW TRIBAL INTRASTATE MUTUAL AID SYSTEM (IMAS) PARTICIPANT** – (Discussion Only) – Chair, Jon Bakkedahl. Chair Bakkedahl will announce that the Washoe Tribe of Nevada and California has passed a tribal resolution to opt into the Intrastate Mutual Aid System (IMAS), becoming the fifth Native American Nation to join.
5. **INTRODUCTION OF NEW COMMITTEE MEMBER** – (Discussion Only) – Chair, Jon Bakkedahl. Chair Bakkedahl will introduce new Committee member, Matt Petersen, Fire Chief for Elko County.
6. **COMMITTEE BYLAWS UPDATE** - (Discussion Only) – Chair, Jon Bakkedahl. Chair Bakkedahl will provide an update on the status of the Committee Bylaws following the bylaw review during the March 29, 2021, Committee meeting.

7. **APPROVAL OF IMAS POLICIES AND PROCEDURES GUIDE** - (Discussion/For Possible Action) – Eric Wilson, Division of Emergency Management/Homeland Security (DEM/HS). The Committee will review and discuss the IMAS Policies and Procedures Guide. The Committee will determine whether to approve the IMAS Policies and Procedures Guide, as presented, or amend the Guide prior to approval.
8. **PRESENTATION ON REAL WORLD EVENTS** - (Discussion Only) – Lanita Magee, DEM/HS. The Committee will discuss real world incidents and events occurring from November 2021 through May 2022 for which DEM/HS deployed resources to assist local jurisdictions. Ms. Magee will also provide an update on DEM's efforts to field an Incident Management Assistance Team (IMAT) as set forth in NRS 414.080.
9. **APPROVAL OF IMAS REIMBURSEMENT FORMS** - (Discussion/For Possible Action) – Eric Wilson, DEM/HS. The Committee will review and discuss the IMAS Reimbursement Forms, as discussed in the IMAC meeting on December 15, 2021. The Committee will determine whether to approve the IMAS Reimbursement Forms, as presented, or amend the forms prior to approval.
10. **NAC 414A REGULATION REVIEW AND REPORTING REVISIONS** - (Discussion/For Possible Action) – Chair, Jon Bakkedahl. Chair Bakkedahl will lead a discussion on any changes or issues with the NAC 414A review by the Committee.

NAC 414A: Elements to be contained in the year-end report, as outlined in NAC 414A.050, which is due by June 30th of each year, include:

- a. Information relating to declared emergencies and disasters in this during that fiscal year.
- b. Information relating to undeclared emergencies and disasters in this State that were monitored by DEM during that fiscal year.
- c. Resources that were requested through the System and fulfilled within this State during that fiscal year and the status of those requests.
- d. An update, in the form of a financial report, on the status of reimbursements of the costs of requests described in paragraph (c).
- e. Resources that were requested through the System by other states and fulfilled through the Emergency Management Assistance Compact during the fiscal year and the status of those requests.
- f. Information relating to the status of this State's inventory of resources for responses to emergencies.

IMAS System Updates:

- a. Number of political subdivisions who have opted out of the System.
 - b. Number of Tribal Nations who have opted into the System.
 - c. Number and status, of Emergency Management Assistance Compact (EMAC) deployments.
 - d. Outreach conducted by DEM to participants regarding policies and procedures.
11. **PUBLIC COMMENT** – (Discussion Only) – No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. Public comments may be limited to 3

minutes per person at the discretion of the Chair. Comments will not be restricted based on viewpoint.

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12. ADJOURNMENT – (Discussion/For Possible Action)

This is a public meeting. In conformance with the Nevada Public Meeting Law, this agenda was posted or caused to be posted on or before 9:00 a.m. on June 10, 2022, at the following:

Nevada State Emergency Operations Center, 2478 Fairview Drive, Carson City, NV;

Posted to the following websites:

- Nevada Department of Public Safety's Division of Emergency Management and Homeland Security Public Meeting Notifications/Information Website:
https://dem.nv.gov/DEM/DEM_Public_Meeting_Information/
- Nevada Public Notice Website: www.notice.nv.gov

To navigate to Division of Emergency Management and Homeland Security administered meetings, please do the following:

- Within the Government column, select **State**.
- Within the Entity column, select **Office of the Military – Nevada National Guard**.
- Within the Public Body column, select the **Nevada Intrastate Mutual Aid Committee**; results will populate on the page.

We are pleased to make reasonable accommodations for members of the public who are disabled. If special arrangements for the meeting are necessary, or if there is a need to obtain copies of any supporting meeting materials, please notify Shari Grennan with the Division of Emergency Management and Homeland Security, at 775-687-0300. 24-hour advance notice is requested. Thank you.



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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

Jimmy Walker 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.

7. 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.

8. 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.

9. 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.

10. 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.

Agenda Item #6

Nevada Intrastate Mutual Aid Committee

Bylaws

I. Authority

The Nevada Intrastate Mutual Aid Committee (Committee) was established through the authority contained in Assembly Bill 90 as passed by the 78th Nevada Legislature and signed into law by Governor Sandoval on May 14, 2015.

II. Mission

It shall be the duty of the Committee to advise the Chief of NDEM on issues related to emergency management and intrastate mutual aid in this state.

III. Purpose

The purpose of the Committee shall be to develop comprehensive guidelines and procedures regarding, without limitation:

- (a) Requesting intrastate mutual aid;
- (b) Responding to a request for intrastate mutual aid;
- (c) Recordkeeping during an emergency or disaster for which intrastate mutual aid has been requested; and
- (d) Reimbursement of costs to assisting participants.

JV. Membership

The Committee consists of the following members:

- (a) The Chief of the Division, or his or her designee, who serves as the Chair of the Committee and is a nonvoting member; and
- (b) Not more than 19 voting members, each of whom:
 - (1) Is appointed by the Chief of the Division;
 - (2) Is selected from participating public agencies or tribal governments;
 - (3) Must have responsibility for public safety programs or activities within his or her public agency or tribe or nation; and

- (4) For the initial terms, which began in October of 2015, an even number of the members will serve a term of 1 year; and an odd number of the members will serve a term of 2 years. Following the initial terms, all members serve a term of 2 years and may be reappointed.

V. Officers and Duties

The officers of the Committee shall consist of the Chair and Vice-Chair.

- a) Chair - The Chair is the Chief of the Division of Emergency Management or his or her designee. The Chair will be a non-voting member of the Council. The Chair convenes and is the presiding officer at all meetings. The Chair will appoint the subcommittee chairmen.
- b) Vice-Chair - The Committee shall select a Vice-Chair from among the voting members of the Committee. The Vice-Chair serves as Vice-Chair until the end of his or her current term as a voting member and may be re-selected.

VI. Meetings

The Committee shall meet at least annually to evaluate the effectiveness and efficiency of the System and provide recommendations, if any, to the Chief of the Division to improve the System.

Committee meetings are subject to the Nevada Open Meeting Law contained in Chapter 241 of the Nevada Revised Statutes.

VII. Subcommittees

The Chair of the Committee may appoint subcommittees deemed necessary by the Chair to assist in carrying out the duties of the Committee. The Chair shall appoint a Member from the Committee to serve as the Chair of the subcommittee. The Chair shall also appoint the number of subcommittee members he determines to be appropriate. Members of the subcommittees do not need to be members of the Committee.

Subcommittee meetings are subject to the Nevada Open Meeting Law contained in Chapter 241 of the Nevada Revised Statutes.

VIII. Voting

A simple majority of voting members constitutes a quorum for the transaction of business pursuant to the Nevada Open Meeting Law.

Proxies and alternates do not count towards quorum and cannot vote.

IX. Administrative Support

The NDEM shall provide administrative support to the Committee.

X. Adoption and Amendment of the Bylaws

The Bylaws shall be adopted by a majority vote of a quorum of members present at a Committee meeting.

The Bylaws may be amended by a majority vote of a quorum of members present at a Committee meeting.

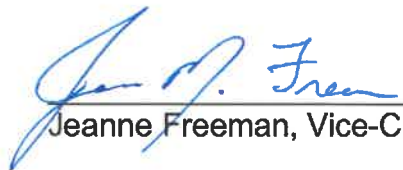
These Bylaws were adopted by the Nevada Intrastate Mutual Aid Committee on June 14, 2016.



Jon Bakkedahl, Chair

6/3/22

Date



Jeanne Freeman, Vice-Chair

6/3/2022

Date

State of Nevada

**Intrastate Mutual Aid System
Operating Procedures**



Revision in Progress

May 2022

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INTRODUCTION

Mutual aid agreements are strongly encouraged by the federal government under the National Incident Management System (NIMS). The National Mutual Aid and Resource Management Initiative established under NIMS provides a comprehensive, integrated national mutual aid and resource management system. All mutual aid agreements must incorporate NIMS and the Incident Command System (ICS). The responsibility of preparedness is tasked to the federal, state, local, and tribal agencies, also to include private, nongovernmental organizations and citizens. The Nevada Intrastate Mutual Aid System (IMAS), which is established in Nevada Revised Statutes (NRS) Chapter 414A, is consistent with the Presidential Policy Directive 8's goal to achieve all hazards national preparedness.

Chapter 414 of the Nevada Revised Statutes (NRS) authorizes the State and its political subdivisions to provide emergency aid and assistance in the event of an emergency or disaster. Chapter 414 authorizes the Nevada Office of the Military, Division of Emergency Management (DEM) to coordinate use of the equipment, services, and/or facilities owned or organized by the State, or its political subdivisions, for use in the affected areas upon request.

The IMAS was established by the 78th Session of the Nevada Legislature. Chapter 414A became effective July 1, 2015 and authorizes DEM to administer the System pursuant to the provisions of the chapter and to coordinate mutual aid during the response to, and recovery from, an emergency or disaster.

The initial response to an emergency is the responsibility of the impacted local jurisdiction. The expectation is that the impacted jurisdiction will exhaust their local resources before requesting mutual aid. However, when the size or complexity of an emergency threatens to overwhelm local capabilities, mutual aid may be utilized to request assistance from other political subdivisions, special districts, state agencies, and tribal nations within the State of Nevada. The assistance provided may be through the IMAS or through separate local mutual aid agreements. This Policy and Operating Procedures (OP) guide applies only to assistance provided through the IMAS.

PURPOSE

To provide for the organization, operation, and mobilization of all resources available for mutual aid within the state, including political subdivisions and participating tribal nations, to assist with the mitigation, response, and recovery from the effects of emergencies or disasters within the State of Nevada.

IMAS ORGANIZATION

The Nevada IMAS includes all public agencies, which includes, all political subdivisions of the state (as defined in NRS 414.050), as well as, federally recognized Indian tribes or tribal nations who have chosen to participate in IMAS (as outlined in NRS 414A.120(2)&(3)).

The System is organized as follows:

1. Local Official (City/Special District): Responsible for resources available for mutual aid.
2. Emergency Manager (County/Tribe): Responsible for resources available for mutual aid.
3. State Mutual Aid Coordinator: An employee of the Nevada DEM who is responsible for the day-to-day administration and coordination of the system.
4. State Duty Officer (DO): An employee of the Nevada DEM who is responsible for taking appropriate action on requests for mutual aid received through the appropriate channels.
5. Intrastate Mutual Aid Committee (IMAC): A statutorily created advisory body made up of not more than 19 voting members selected, and appointed, by the Chief of DEM. The members must represent participating public agencies or tribal governments and have responsibility for public safety programs or activities within his/her public agency or tribe. NRS 414A.110(1); 414A.110(2)(b).

IMAS PARTICIPANTS & RESPONSIBILITIES

NRS 414A.120 mandates all public agencies, including political subdivisions, school districts, and special districts participate in IMAS. Public agencies may elect to withdraw from IMAS and federally recognized Indian tribe or nations in Nevada may opt-in to IMAS. NRS 414A.120(2)-(3).

1. Requesting Participant Responsibilities
 - a. A Participant may request aid before, during, or after a declared, or undeclared, incident (NRS 414A.130(1)(a)(b)).
 - b. Requests may be made through DEM or directly to other Participants when an urgent response is needed (NRS 414A.130(2)(a-b)).

- c. All requests must be documented and forwarded to DEM within 24 hours of the request (NRS 414A.130(3)).
 - d. A Requesting Participant shall adequately:
 - i. Describe the resources needed.
 - ii. Provide logistical and technical support to any Emergency Responders provided; and
 - iii. Reimburse the Assisting Participant for costs incurred (NRS 414A.130(4)(c)) by following the process defined in NRS 414A.150(1-7).
 - e. The responsible local official for the impacted jurisdiction who submits a request for mutual aid, shall remain in charge of the incident and can delegate command at such incident; including, the direction of such incident, personnel provided, and the equipment provided.
2. Assisting Participant Responsibilities
- a. Promptly respond to a request for assistance (NRS 414A.140(1)(a)); however, a Participant may deny a request for assistance if it would prevent that jurisdiction from carrying out its duties (NRS 414A.140(4)).
 - b. Ensure that all Emergency Responders have workers compensation insurance in accordance with NRS 414A.140(1)(b); 616A; 617.
 - c. Maintain a policy of liability and property insurance, or self-insurance, on all vehicles and equipment used in response to a request (NRS 414A.140(1)(c)).
 - d. Provide an informational brief to Emergency Responders (NRS 414A.140(1)(d)).
 - e. Submit timely, accurate, and complete records, and requests for reimbursement to the Requesting Participant, if applicable (NRS 414A.140(1)(e)).
 - f. Emergency responders remain under the command and control of their jurisdiction but are under operational control of the Requesting Participant. NRS 414A.140(2).
 - g. The assets and equipment of an Assisting Participant remain under the command and control of their jurisdiction but is under the operational control of the Requesting Participant. NRS 414A.140(3).
3. Participants Who Have Opted In or Out- This Operating Procedure (OP) is updated annually to reflect political subdivisions who have chosen to opt-out from IMAS and tribal nations who have chosen to opt-in to the System. NAC 414A(6)(1)(a).
- a. No political subdivisions have opted out as of 5/2022.
 - b. Indian Tribes or Nations who have opted in as of 5/2022:

- i. Reno Sparks Indian Colony
- ii. Yerington Paiute Tribe
- iii. Pyramid Lake Paiute Tribe
- iv. Las Vegas Paiute Tribe
- v. Washoe Tribe of Nevada and California

IMAS PROCEDURES

This Operating Procedure (OP) implements NRS 414A and the Nevada Intrastate Mutual Aid System (IMAS) Policy. The purpose of this procedure is to outline the process for activating the IMAS resulting in the coordination and ordering of resources to support a planned event or an unplanned incident. The timely provision of resources in support of an affected jurisdiction is a critical function of IMAS at all levels of participation. Having a common, centralized procedure in place will ensure effective resource delivery without unnecessary delays or duplication of effort and costs.

1. **Local** - The following steps should be taken when determined by the local public safety or emergency management official that jurisdictional resources are inadequate to cope with the emergency at hand:
 - a. Activate the jurisdiction's emergency operation plan: this plan is often activated in anticipation of, or at the onset, of an incident; via utilizing the plans resource request and coordination procedures.
 - b. Activate any local mutual aid agreement.
 - c. Notify the County/Tribal EM of resource shortage.
 - d. Notify DEM DO for situational awareness and potential for escalation of the incident.
 - e. Request capability needed to respond to the emergency from the County/Tribal Emergency Manager when local mutual aid has been exhausted or is anticipated to be exhausted. Coordinated mutual aid may have a period of time that is without expectation of reimbursement.
 - i. Prepare to receive and utilize the responding mutual aid resources.
 - ii. Evaluate conditions and resource availability and utilization to determine length of time the mutual aid resources will be needed.
 - iii. Communicate with County/Tribal EM each operational period as to demobilization schedule of mutual aid resources.

- iv. Provide situation report to County/Tribal EM each operational period.
 - f. Demobilize mutual aid resources before local resources are released.
- 2. **County/Tribal** - The following steps should be taken when determined by the County/Tribal EM that jurisdictional resources are inadequate to cope with the emergency at hand:
 - a. Activate any County/Tribal mutual aid agreement; these mutual aid agreements may have a period of time that is without expectation of reimbursement.
 - b. Notify Nevada's DEM DO.
 - c. Request capability needed to respond to the emergency from neighboring counties/tribes or the DEM State DO when County/Tribal mutual aid has been exhausted or is anticipated to be exhausted: coordinated mutual aid may have a period of time that is without expectation of reimbursement unless expressly provided for.
 - i. Prepare to receive and utilize the responding mutual aid resources.
 - ii. Evaluate conditions, resource availability, and utilization to determine length of time the mutual aid resources will be needed.
 - iii. Communicate with the DEM DO each operational period as to demobilization schedule of mutual aid resources.
 - iv. Provide situation report to DEM DO each operational period.
 - d. Demobilize mutual aid resources before local resources are released.
- 3. **Regional** - When an emergency or disaster involves a significant area within a region and multiple local jurisdictions, counties, and tribal nations are impacted, coordination of regional and statewide mutual aid resources shifts to Nevada's DEM DO or SEOC.
 - a. Local and County/Tribal mutual aid may have been exhausted at this point.
 - b. Utilizing Local, County/Tribal EOP, coordination of responding resources will be conducted through County/Tribal EOCs.
 - c. Utilizing Nevada's DO Procedures and the SEOC Standard Operating Guidelines (SOG) will activate the SEOC to the appropriate level to support the incident(s).
 - d. Request capability needed to respond to the emergency from Nevada's DO when County/Tribal mutual aid has been exhausted or is anticipated to be

- exhausted: coordinated mutual aid may have a period of time that is without expectation of reimbursement unless expressly provided for.
- e. Provide situation report to SEOC each operational period:
 - i. In the form of a conference call, written situation report or Incident Action Plan (IAP).
 - ii. Include the current conditions, situation, and resource status.
 - f. Prepare to receive and utilize the responding mutual aid resources.
 - g. Evaluate conditions and resource availability and utilization to determine length of time the mutual aid resources will be needed.
 - h. Communicate with the SEOC each operational period as to demobilization schedule of mutual aid resources.
 - i. Demobilize mutual aid resources before local resources are released.
4. **Statewide** - Coordination of regional, statewide, and federal mutual aid resources will be through the SEOC when an emergency, or disaster, involves multiple regions of the state and many local jurisdictions, counties, and tribal nations are impacted.
- a. Local, County/Tribal and some Regional mutual aid may have been exhausted at this point.
 - b. Utilizing Local, County/Tribal EOPs, coordination of responding resources will be conducted through County/Tribal EOCs.
 - c. Activate the SEOC to the appropriate level to support emergency or disaster.
 - d. Request capability needed to respond to the emergency from when regional mutual aid has been exhausted, or is anticipated to be exhausted, the SEOC may activate these resources--that will require reimbursement:
 - i. Unaffected Regions of the state
 - ii. State to state mutual aid
 - iii. Federal agencies
 - e. Provide situation report to SEOC at a minimum of each operational period.
 - i. In the form of a conference call, written situation report, or IAP.
 - ii. Include current conditions, situation, and resource status.
 - f. Prepare to receive, and utilize, responding mutual aid resources.
 - g. Evaluate conditions, resource availability, and utilization to determine length of time the mutual aid resources will be needed.
 - h. Communicate with the SEOC each operational period as to demobilization schedule of mutual aid resources.
 - i. Demobilize mutual aid resources before local resources are released.

IMAS RESOURCES AND FORMS

The Nevada SEOC is the designated coordination center for; the mobilization of resources, generating resource orders for, and the tracking of mutual aid resources statewide. DEM will contact the appropriate Participants for resources requested--in accordance with the SEOC SOG--utilizing the closest and most appropriate resource concept and provide the necessary information for mobilization. DEM will contact the Requesting Participant to relay the assisting resource information and provide a copy of the completed Resource Request Form, and Resource Order, once the assisting resources have been identified and confirmed.

Resource Request Form - DEM - Upon receiving the Resource Request Form, the DEM DO will gather the following information from the requesting agency (see Resource Request Form, Appendix E):

- a. Is the request for a/an:
 - i. Initial response
 - ii. Immediate need
 - iii. Planned need
- b. Requesting agency's name, phone number, and email information.
- c. Authorized local official's contact information to include: name, phone number, and email address.
- d. Identify the jurisdictional agency
- e. Local agency:
 - i. incident number
 - ii. incident location
 - iii. Point of contact
 - iv. 24-hour phone number
 - v. radio frequencies
- f. Description of capability needed
- g. Resource size, quantity, and type
- h. Identify when the resources are needed by date/time
- i. Identify where the resources are needed
- j. Identify the priority:
 - i. life-saving
 - ii. life-sustaining
 - iii. high
 - iv. normal

Pre-Defined Resources - The State of Nevada has adopted, and continues to implement, the National Incident Management System (NIMS). A component of NIMS is the identification and typing of resources available for response to emergencies and disasters. The IMAS includes an inventory of resources available for mutual aid which will be listed in compliance with NIMS. Acceptable resource types include; but are not limited to personnel, crews, specialized teams, equipment, apparatus, commodities, and facilities. It is also recognized that there are many valuable resources available to Participants that may not fit into one of these recognized resource types. Resources need to be accounted for as inventory. As identified in NRS 414A, Participants are required to provide an annual inventory of resources available for mutual aid to DEM. The State Mutual Aid Coordinator is available to assist any Participant with questions regarding defining and typing of resources. To assist Participants in typing their resources, FEMA provides an online resource for the typing of resources (See, Resource Typing Toolkit, Appendix C).

IMAS RATES

Establishment of Standardized Rates - In addition to the identification and typing of resources, it is important to determine the costs associated with resources and the rate that will be charged in the event those resources are utilized in a mutual aid response.

NRS 414A states that participants are required to provide an annual inventory of resources available for mutual aid to DEM; included in this inventory are rates associated with each resource identified. Nevada's Mutual Aid Coordinator is available to assist any Participant with questions regarding the defining of resources, and/or determining the costs associated. FEMA also assists by providing Participants in determining an initial baseline cost for their resources through online guidance found in their Public Assistance Program and Policy Guide at:

<https://www.fema.gov/medialibrary/assets/documents/111781>.

See an explanation of FEMA, State and Territorial, Tribal, and Local Rates in Appendix C.

IMAS REIMBURSEMENT PROCESS

NRS 414A.150 provides an outline for reimbursement.

1. Assisting Participant:

- a. Initial notice of reimbursement request must be written and submitted to the Requesting participant within 10 days after the completion of all activities. NRS 414A.150(1).
 - b. Final requests for cost reimbursement must be written and submitted to the Requesting participant within 60 days after the completion of the activities. NRS 414.150(2). The final request for reimbursement must include the following details:
 1. A summary of the services provided;
 2. An invoice setting forth all services provided and the total amount of the reimbursement requested;
 3. Any supporting documentation;
 4. Any additional forms required by the System; and
 5. The name and contact information of a person to contact if more information is needed.
 - c. If the Assisting Participant requires more time to complete a request for reimbursement, the Assisting participant my request—in writing—an extension from the Requesting Participant. These requests may be granted by the Requesting participant for a reasonable period of time. NRS 414A.150(3).
2. Requesting Participant:
- a. The Requesting Participant shall reimburse the Assistant Participant for all costs incurred to include personnel, equipment, and travel; however, all costs must be documented unless per agreement; unless, costs related to resources utilized were not requested and in this scenario, the Assistant Participant may not subject the Requesting Participant to these costs. NRS 414A.150(4).
 - b. Reimbursement for resources by a Requesting participant can be facilitated through DEM, if requested. NRS 414A.150(5).

DISPUTE RESOLUTION

In the event of a dispute regarding reimbursement, the following steps should be followed:

- a. A written notice of the dispute regarding reimbursement must be provided from the disputing participant to the opposing participant.
- b. A written notice of disputing terms must include and define the issues of the dispute.

- c. Upon receiving the written notice, the participants have 90 days to resolve the issues before the matter can be submitted to binding arbitration.
- d. Disputes must be conducted in accordance with commercial arbitration as defined by American Arbitration Association.

Appendix A AUTHORITIES and REFERENCES

NRS 239C – Homeland Security (HS)

NRS 277.035 – Implied Agreements related to Law Enforcement

NRS 353.2705 – Disaster Relief Account (DRA)

NRS 388.245(1) –DEM of the Office of the Military

NRS 414 – Emergency Management (EM)

NRS 414A – Intrastate Mutual Aid System (IMAS)

NRS 415 – Emergency Management Assistance Compact (EMAC)

NRS 415A – Emergency Volunteer Health Practitioners (Uniform Act)

NRS 416 – Emergencies Concerning Water or Energy

NRS 450B – Emergency Medical Services (EMS)

NAC 414A – Intrastate Mutual Aid System

Nevada State Comprehensive Emergency Management Plan

State of Nevada Response and Recovery Guide for State, Local Governments and Tribal Nations

Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93288, as amended, 42 U.S.C. 5121 et seq.

Appendix B ACRONYMS

AOP – Annual Operating Plan

CEM - County Emergency Manager

DC – Designated Contact (see designated contact for definition)

DEM – Division of Emergency Management (see Division for definition)

DO - Duty Officer

EMAC – Emergency Management Assistance Compact (NRS 415.010).

EM – Emergency Management

ECC – Emergency Coordination Center

EOC – Emergency Operation Center

IEC – Interagency Emergency Communication

IMAC - Intrastate Mutual Aid Committee NRS 414A.110

IMAS – Intrastate Mutual Aid System NRS 414A.100

MACC – Multi-Agency Coordination Center

NAC – Nevada Administrative Code

NRS – Nevada Revised Statutes

OP – Operating Procedure

SEOC – State Emergency Operation Center

SOG – Standard Operating Guidelines

DEFINITIONS

Assisting Participant – A Participant that has responded to a Requesting Participant by providing resources. NRS 414A.140.

Authorized Representatives (AR) - The Chief of Nevada DEM has designated signatory authorities for EMAC/IMAC to the following DEM staff: Administrative Services Officer III, Emergency Management Program Manager – Preparedness, and Emergency Management Program Manager – Grants and Recovery, who can sign Req-A forms in response to broadcasts for requests and assistance.

Designated Contact (DC) – is a person who is familiar with the EMAC/IMAC process that serves as a primary point-of-contact (EMAC I(C)).

Disaster – an occurrence, or threatened occurrence, for which, in the determination of the Governor, the assistance of the Federal Government is needed to supplement the efforts and capabilities of state agencies to save lives, protect property and protect the health and safety of persons in this state; or, to avert the threat of damage to property, or injury to, or the death of, persons in this state (NRS 414.0335).

Division – Division of Emergency Management (DEM) is now under the Office of the Military (NRS 388.245.1).

Emergency – an occurrence or threatened occurrence for which, in the determination of the Governor, the assistance of state agencies is needed to supplement the efforts and capabilities of political subdivisions to save lives, protect property, and protect the health and safety of persons in this state; or, to avert the threat of damage to property or injury to, or the death of, persons in this state (NRS 414.0345).

Emergency (Federal) – any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Responder – an employee or volunteer of a Participant who has received such public safety training and licensing or certification as deemed

appropriate by the Participant for which he or she is employed or volunteers (NRS 414A.035).

Friends-and-Neighbors -- local agencies or jurisdictions with whom a jurisdiction either shares a border or has a local mutual aid agreement.

Intrastate Mutual Aid Committee (IMAC) - committee consisting of the Chief of the Division, and no more than 19 voting members appointed by the Chief, to advise the Chief on issues related to emergency management and intrastate mutual aid in the state of Nevada (NRS 414A.110).

Intrastate Mutual Aid System (IMAS) – a system administered by the Chief of the Division pursuant to NRS 414A.100: coordinate the provision of mutual aid during the response to and recovery from an emergency/disaster, maintain records of requests for mutual aid, maintain and inventory of and coordinate participant personnel and equipment available for intrastate mutual aid, provide information and assistance to participants concerning reimbursement, and adopting regulations relating to the administration of the system.

Major Disaster (Federal) – any natural catastrophe to include: hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought; or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5207 (the Stafford Act) §401 to supplement the efforts and combined capabilities and available resources of state and local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Mutual Aid – includes any equipment, vehicle or other support or service provided by a Participant in response to a request made pursuant to NRS 414A.130; 414A.040.

Participant – a public agency that has not withdrawn from participation in, or a federally recognized Indian tribe or nation that has elected to join, the System. NRS 414A.120; 414A.045.

Public Agency – any political subdivision of this State, including, without limitation, counties, incorporated cities and towns, including Carson City, unincorporated towns, school districts, special districts and other districts. NRS 414A.050.

Public Assistance - Public Assistance is a reimbursement program that provides federal funding to help communities respond to and recover from disasters such as Hurricane Florence and Tropical Storm Michael.

FEMA reimburses state and local governments and certain types of private nonprofit organizations for the cost of disaster-related debris removal, emergency protective measures to protect life and property, and permanent repair work to damaged or destroyed infrastructure.

Requesting Participant – a Participant that requests mutual aid from another Participant pursuant to NRS 414A.130; 414A.055.

Resource – any equipment, vehicle, personnel or other support or service owned by a Participant which may be available to respond to a request for mutual aid.

Response – the response to an emergency or disaster involves actions taken to save lives and to protect property.

Special District - a governmental entity that receives any portion of the proceeds of a tax which is included in the account and which is not a/an county, city, town, or enterprise district. NRS 360.650; 414A.060.

System – refers to Nevada’s IMAS established by NRS 414A.100; 414A.065.

Volunteer – an unpaid emergency responder who provides services on behalf of a Participant. NRS 414A.070.

Appendix C Resources Typing Toolkit

FEMA online resource: <https://rtl.preptoolkit.org/Public>

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Appendix D Rates

Local Rates

Local rates are those developed under local government guidelines for use in normal day-to-day operations. FEMA generally provides Public Assistance (PA) funding for equipment usage based on the lower of either the local rate or the FEMA rate. However, if the local rate is lower, but it does not reflect all costs associated with operating the equipment, FEMA may provide PA funding based on the higher FEMA rate. Additionally, if the local rate is higher, the Applicant must document the basis for that rate and obtain approval from FEMA for the higher rate. If determining the lowest rate for each piece of equipment is overly burdensome because of the number of different types of equipment used, or if the Applicant prefers, FEMA will reimburse all equipment use based on the lower of the two rate schedules, rather than based on a comparison of each individual rate. In these cases, the PA Division at FEMA Headquarters will determine which schedule of rates is lower.

Tribal Rates

Tribal rates are those developed under Tribal Government guidelines for use in normal day-to-day operations. FEMA generally provides PA funding for equipment usage based on the lower of either the Tribal rate or the FEMA rate. However, if the Tribal rate is lower, but it does not reflect all of the costs associated with operating the equipment, FEMA may provide PA funding based on the higher FEMA rate. Additionally, if the Tribal rate is higher, the Applicant must document the basis for that rate, and obtain approval from FEMA for the higher rate. If determining the lowest rate for each piece of equipment is overly burdensome because of the number of different types of equipment used, or if the Applicant prefers, FEMA will reimburse all equipment use based on the lower of the two rate schedules rather than based on a comparison of each individual rate. In these cases, the PA Division at FEMA Headquarters will determine which schedule of rates is lower.

State and Territorial Rates

State and Territorial rates are those established under State or Territorial guidelines for use in normal day-to-day operations. FEMA provides Public Assistance funding based on State or Territorial rates up to \$75 per hour. FEMA only provides PA funding for a rate above \$75 per hour if the Applicant demonstrates that each of the components of the rate is comparable to current market prices. [FEMA Rates](#)

FEMA publishes equipment rates applicable on a national basis. FEMA's rate schedule includes any item powered by fuel or attached to any item powered by fuel. FEMA develops equipment rates based on all costs associated with ownership and operation of equipment, with the exception of operator labor costs. FEMA equipment rate components include; depreciation, overhead, equipment overhaul (labor, parts, and supplies), maintenance (labor, parts, and supplies), lubrication, tires, ground engaging component (if applicable), and fuel. Because the rates include maintenance costs, a mechanic's labor costs to maintain Applicant-owned equipment are not eligible.

Equipment with No Established Rate

If the Applicant uses equipment that has no established State, Territorial, Tribal, or local rate, FEMA reimburses that equipment based on the FEMA rate. If FEMA does not have a rate established for the equipment, the Applicant may either submit a rate for approval or request that FEMA provide a rate. If the Applicant submits a rate, it must include documentation demonstrating that each component of the rate is comparable to current market prices. The rate cannot be based on rental rates as such rates include cost components, such as profit, that are above and beyond what is necessary to operate and maintain force account equipment. FEMA rates may be utilized as the base rate unless jurisdictions already have established rates. In the development of the inventory to be used for mutual aid these rates must be included. (Public Assistance Program and Policy Guide FP 104-009-2: <https://www.fema.gov/schedule-equipment-rates>).

Appendix E Resource Request Forms

NDEM online

https://dpbh.nv.gov/uploadedFiles/dpbhnv.gov/content/Programs/HC_Requesting/NDEM%20ARF%20Fillable%20%20Save-able.pdf

DRAFT

Agenda Item #9_DRAFT

**NEVADA INTRASTATE MUTUAL AID SYSTEM
AUTHORIZED REPRESENTATIVE RESOURCE MISSION APPROVAL FORM**

SECTION 1: TO BE COMPLETED BY THE REQUESTING COUNTY OR TRIBE

Incident Name

Date

County Incident #	State Incident #
--------------------------	-------------------------

County RRF #	State RRF #
---------------------	--------------------

Requesting Agency

Requesting County Point of Contact

First Name	Last Name
-------------------	------------------

Phone 1	Phone 2
----------------	----------------

Email

Incident Description (from RRF)

Capability Requested (from RRF)

Date / Time Needed

Portal to Portal Approved	Yes		No			
State GSA Travel Approved	Yes		No			
Reimbursement % Approved	50%		75%		100%	
No Reimbursement Requested	Yes		No			

The Authorized Representative Signature below certifies that information contained herein and in the attached Resource Requests accurately represent, to the best of their knowledge, the resource request at the time.

Name of County Authorized Representative

Signature of County Authorized Representative

Date of Signature

SECTION 2: TO BE COMPLETED BY ASSISTING AGENCY, COUNTY OR TRIBE

(for details refer to attached Reimbursement Estimate of Costs worksheets)

Total Travel Costs	Total Equipment Costs
---------------------------	------------------------------

Total Commodity Costs	Total Other Costs
------------------------------	--------------------------

Total Personnel on Mission	Total Personnel Costs
-----------------------------------	------------------------------

TOTAL ESTIMATE OF COSTS:

The Authorized Representative Signature below certifies that information contained in the attached Reimbursement Estimate of Costs is a mission estimate to be accepted or declined by the Requesting County or Tribe

Name of Assisting Authorized Representative

Signature of Assisting Authorized Representative

Date of Signature

SECTION 3: TO BE COMPLETED BY THE REQUESTING COUNTY OR TRIBE

The Authorized Representative Signature below certifies that they have reviewed Section 2 documentation submitted by the Assisting Agency, County or Tribe and agree to the estimated mission costs, requirements and reimbursements. The mission is accepted.

Name of County Authorized Representative

Signature of County Authorized Representative

Date of Signature

Instructions

SECTION 1:

Section 1 is to be completed by the County requesting resource for their incident or for a political subdivision within their jurisdiction. This section is also for Tribes who have opted in to the Intrastate Mutual Aid System.

The line items related to funding: Portal to Portal, Travel, Reimbursement MUST be completed prior to requesting assistance. This allows the potential Assisting agency, county or tribe to determine if they can assist.

Section 1 MUST also be accompanied by a detailed resource request that fully outlines the conditions, capability requested, reporting requirements, length of assignment, financial considerations, etc.

SECTION 2:

Section 2 is to be completed by the agency, local jurisdiction or tribe who intends to meet the requirements outlined in the resource request and provide a resource to fulfill the capability requested.

Documentation must accompany the offer of assistance that details any estimated personnel costs.

SECTION 3:

Section 3 when signed by the Authorized Representative certifies that the Requesting Party has reviewed the offer of assistance and agrees to the estimated mission costs, requirements, and reimbursements. The signature certifies an agreement between the two Parties for assistance as authorized by NRS 414A.

AUTHORIZED REPRESENTATIVE:

The Authorized Representative is the individual(s) with authority granted by their governing bodies to commit resources and

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1. **Intrastate Mutual Aid Reimbursement Invoice:** Complete the Intrastate Mutual Aid Reimbursement Invoice form which summarizes amounts claimed for Employee Labor and Backfill, Travel, Equipment, Material, Rented Equipment, and Contract costs. A complete reimbursement packet shall include:
 - a. Force Account Labor Summary Record (Deployed and Backfill Personnel)
 - b. Force Account Equipment Summary Record (if vehicles, trailers or equipment are used)
 - c. Travel Summary Record
 - d. Material Summary Record
 - e. Rented Equipment Summary Record
 - f. Contract Summary Record
 - g. State Mission mobilize/demobilize order (Completed Nevada Resource Request Form)
 - h. Disaster Reimbursement Applicant Contact List (Primary Point of Contact, Alternate, and/or three other contacts)

2. **Force Account Labor Summary Record:** Complete the Force Account Labor Summary Record (Deployed Labor, and Backfill Labor and Benefits Calculation Tabs)
 - a. **Deployed Force Account Labor Summary Record (Deployed Labor Tab):** The Force Account Labor Summary Record is an accounting of each individual's daily hours spent on disaster work. The following information is required:
 - i. Employee name; Employee job title; Regular and overtime hours; Fringe benefit amount (calculation);
 - ii. Accounting of each individual's daily hours spent on emergency/disaster work;
 - iii. Crew Time Reports, Activity Logs and/or Unit Logs for deployment;
 - iv. Payroll policy in effect at time of emergency/disaster, include overtime policy, and differential between exempt and non-exempt personnel. Also includes pay rates for regular and O/T personnel by individual employee.
 - v. Payroll database reports for deployment pay period that includes proof of payment, all hours worked for periods involved, pay rates for regular and overtime hours, benefits paid by individual employee. (As a Proof of Payment, a pay stub with itemized breakdown will also work).
 - vi. Time sheets showing all hours worked during the pay periods involved.
 - vii. If applicable, a copy of Minimum Staffing Requirements policy in place prior to the activation.
 - viii. Mobilization and Demobilization orders (Nevada Resource Request Form) should be included when applicable.

 - b. **Backfill Force Account Labor Summary Record (Backfill Labor Tab)**
 - i. Employee name, job title, hours worked (regular and overtime), and fringe benefit amount.
 - ii. Accounting of each individual's daily hours spent on backfill duty
 - iii. Designate which deployed personnel the individual is backfilling for.

Agenda Item #9a DRAFT

- iv. Payroll policy in effect at time of disaster, include overtime policy and differential between exempt and nonexempt personnel. Also includes pay rates for regular and O/T personnel by individual employee.
 - v. Payroll database reports for deployment pay period that includes proof of payment, all hours worked for periods involved, pay rates for regular and overtime hours, benefits paid by individual employee. (As a Proof of Payment, a pay stub with itemized breakdown will also work).
 - vi. Time sheets showing all hours worked during the pay periods involved.
 - vii. If applicable, either a copy of the Backfill Policy or the Minimum Staffing Requirements policy in place prior to the activation.
- c. **Fringe Benefit Calculations Worksheet** (Benefits Calc Tab)
- i. Applicant's Benefit Calculation Worksheet - the employee's fringe benefit information can be calculated by individual employee or an average rate can be calculated for the department.
 - ii. The rates calculated must be carried to the Force Account Labor and Backfill tabs
- d. **Shift Information** (Shift Information Tab)
- i. What are regular shift hours? Number of regular hours in a pay period. What are the number of hours before overtime goes into effect? Are there any "built in" overtime hours in a pay period? What is the total number of work hours in a fiscal year? How many pay periods in a fiscal year?
 - ii. Shift calendar applicable to the pay periods involved.
3. **Travel Summary Record** (Travel Tab) The Travel Summary Record is an accounting of each individual's travel required to support the incident. The following information is required:
- a. Invoice/Receipt must show:
 - i. Vendor and location
 - ii. Transaction Date
 - iii. Amount
 - iv. Provide detailed itemized with per unit cost
 - v. Food and beverage itemized receipts are not required by NDEM unless applicant is submitting for actual cost reimbursement or required by applicant's agency. Credit card receipts with only a total are not acceptable documentation.
 - b. The State of Nevada utilizes the Federal GSA Rates for lodging, per diem, meals and incidental expenses. Please refer to the GSA website for lodging, per diem, meals and incidental expense information: <https://www.gsa.gov/travel-resources>
 - c. Lodging receipt must show a "zero" balance
 - d. Send copies of itemized lodging receipts, in employee and date order
 - e. "Other" costs may include airfare, tolls, parking, laundry, etc.
 - f. Copy of travel policy in effect at time of incident, unless following State Travel Guidelines (GSA guidelines).
 - g. Proof of payment for all expenses, including Purchase Card statement. If purchases were made on an employee credit card, proof that employee was reimbursed must be included.

Agenda Item #9a DRAFT

- h. Mileage claimed must be for a personal vehicle use only and documented using Google Maps or MapQuest
 - i. Please review the receipts for reimbursement eligibility. Examples of ineligible costs include tobacco products, personal hygiene items, and alcoholic beverages. GSA guidelines allow tip reimbursement.
 - j. Receipts and invoices that have been written over will not be accepted.
4. **Force Account Equipment Summary Record** (equipment owned by applicant - Equipment Tab) The following equipment is eligible for reimbursement:
- a. Provider owned vehicles used during deployment for field supervision or team leaders.
 - b. Personal vehicles of employees which have been pre-authorized to be used on the incident. (Reimbursed at the state rates when pre-authorized for incident use)
 - c. Support trailers or provider owned vehicles that are not supervisor vehicles.
 - d. Any vehicle used on the incident must be approved for activation on the Nevada Resource Request Form, and are eligible for reimbursement at the FEMA rate effective at the time of deployment (i.e. fire trucks, police vehicles, etc.)
 - e. Vehicle/Equipment used to provide services for the incident and listed as a resource on the Resource Orders
 - i. Description including type, make, model, hp, unit number, Incident "E" number, etc.
 - ii. FEMA Equipment Cost Code
 - iii. Daily hours used (provide maps, fleet logs, etc. to support hours claimed)
 - iv. Operator for each piece of equipment, accounting for each hour equipment was used.
 - v. Provide a description of the task equipment performed (attach a separate sheet if necessary.)
 - vi. The Incident Hours Tab can be used if applicant has no other form
 - f. Vehicles used to transport incident personnel
 - i. Description including type, make, model, hp, unit number, etc
 - ii. FEMA Equipment Cost Code
 - iii. Driver assigned to vehicle
 - iv. Origin and destination of each trip
 - v. Mileage driven per trip (provide maps, fleet logs, etc. to support mileage claimed.)
 - vi. Provide a purpose of each trip (attach a separate sheet if necessary.)
 - vii. The Incident Mileage Tab can be used if applicant has no other form.
 - g. Proof of ownership of equipment (i.e. Title, Asset or inventory list)
5. **Material Summary Record.** (Material Tab) The following documentation is needed for reimbursement:
- a. Invoice/Receipt must include:
 - i. Vendor and location
 - ii. Purchase date
 - iii. Provide detailed itemization with per unit cost
 - b. Provide explanation of use of item purchased
 - c. Attach copies of itemized receipts for all claimed expenses

Agenda Item #9a DRAFT

- d. Review the receipts for reimbursement eligibility. Examples of ineligible costs include tobacco products, personal hygiene items, and alcoholic beverages.
 - e. If material were purchased and not used could they have been returned for credit?
 - f. Proof of payment (i.e. check, petty cash voucher, Purchase Card statement and proof of payment). If purchased on employee credit care, proof that employee was reimbursed.
 - g. If materials were taken from inventory:
 - i. Need inventory report, invoice showing items purchased, cost and proof of payment, or replacement documentation, invoice showing items purchased, the cost and proof of payment
 - h. Signature of receipt of goods purchase
 - i. Receipts and invoices that have been written over will not be accepted
 - j. Proof of payment for all expenses, including Purchase Card statement. If purchases were made on an employee credit care, proof that employee was reimbursed must be included.
6. **Rented Equipment Summary Record.** (Rental Tab) Rental/leasing cost must be reasonable and total costs cannot exceed purchase cost. The following documentation is needed for reimbursement:
- a. Invoices, Contract, and/or Purchase Orders (if applicable) any other documents that outline conditions, terms and rates for services
 - b. Invoices must include:
 - i. Vendor
 - ii. Vendor Location
 - iii. Purchase Date
 - iv. Detailed itemization with per unit cost
 - v. Provide a description of what the purchased item was used for.
 - c. Signature of receipt of goods and when equipment is returned/released
 - d. Proof of payment for all expenses, including Purchase Card statement. If purchases were made on an employee credit card, proof that employee was reimbursed must be included.
7. **Complete the Contract Work Summary Record.** (Contract Tab) Provide the following documentation:
- a. Invoices/receipt must include:
 - i. Vendor
 - ii. Vendor Location
 - iii. Transaction Dates
 - iv. Detailed itemization with per unit cost
 - v. Description of what services were provided
 - vi. Signature of receipt of goods/services
 - b. Include:
 - i. A copy of the contract, Memorandum of Understanding, Purchase Orders, or other documents that outline the conditions, terms and rates of services
 - 1. Proof of competitive bid (when applicable)
 - 2. Justification for other than lowest bid acceptance (when applicable)
 - 3. All pre-existing procurement rules must be adhered to

Agenda Item #9a DRAFT

4. Terms and rates must be reasonable
- c. Proof of payment for all expenses, including Purchase Card statement. If purchases were made on an employee credit card, proof that employee was reimbursed must be included

DRAFT

START WITH THIS PAGE

NOTE: To populate the repeating fields for each form in this file, fill in the white cells. The text boxes on the Submittal forms will NOT print. The text boxes on this Sample set WILL PRINT. Please do not adjust margins or page layouts. If you need help modifying or working with the forms, please contact NDEM-State Disaster Reimbursement Section (SDRS) 775-687-0300.

Table with columns: APPLICANT, INCIDENT / EVENT, LOCATION/SITE, CATEGORY, RESPONSE TYPE, DESCRIPTION OF WORK PERFORMED, PERIOD COVERING (TO).

- Applicant = The City/County/Department/Single Resource submitting the reimbursement request.
Location/Site = Location where work was performed during event.
Description of Work Performed = Type of work performed (debris removal, search and rescue, fire suppression, etc.) Provide more detail on the invoice if needed.
Disaster/Event = The name and/or number assigned to the event (check with NDEM for information.)
Category = Refers to the two relevant FEMA categories or State categories (check with NDEM for information.) The relevant categories are listed below.
Period Covering = The mobilize and demobilize dates of the Applicant's response.
Title = Job title for the person signing the invoice.
Date = Date the forms are completed. Please change this date with each revision.

How to Submit: Signed forms and supporting documents can be sent by scan/email or by mail. Please be sure to keep a copy of all documents sent. Submittals will be considered final when all supporting documents are received and information is correct. Submittals must be submitted within 45 days following demobilization for reimbursement to be considered for funding.

Email Address: disaster-recovery@dem.nv.gov

Physical Address: Office of the Military, Nevada Division of Emergency Management, Attn: State Disaster Reimbursement Section, 2478 Fairview Drive, Carson City, NV 89701

Mailing Address: Office of the Military, Nevada Division of Emergency Management, Attn: State Disaster Reimbursement Section, 2478 Fairview Drive, Carson City, NV 89701

Phone Number: 775-687-0300 Main Office Line
Fax Number: 775-687-0323

The categories for reimbursement under the State Disaster Reimbursement System/Nevada Division of Emergency Management program are: Category B - Emergency Protective Measures: This including search and rescue, shelter operations, mass feeding, emergency medical services, evacuation, reentry efforts, traffic control and securing equipment and facilities against disaster damage.

- Response Type: EMAC - Emergency Management Assistance Compact, EMS - Emergency Medical Service Response, EOC - Emergency Operations Center, E-SHELTER - Shelter for Evacuees, FUEL - Remote Fueling Facility, NV IMT 1 - Nevada Incident Management Team 1, MCP - Mobile Command Post, PWRT - Public Works Response Team, R-SHELTER - Shelter for First Responders, TERT - Telecommunication Emergency Response Taskforce, NVTF1 - Nevada Taskforce One

Nevada Division of Emergency Management
INTRASTATE MUTUAL AID REIMBURSEMENT INVOICE

INCIDENT/EVENT:		CATEGORY	Category B - Emergency Protective Measures
		RESPONSE	
PERIOD COVERED:	FROM: 01/00/00 TO: 01/00/00	DATE SUBMITTED:	
REMIT PAYMENT TO: (Make Check Payable to and mailing address info)	Applicant Name		
	Address		
	City, State		
COPIES OF RECEIPTS AND PAYMENT VOUCHERS FOR EACH CLAIM ARE ATTACHED:			<input type="checkbox"/> YES <input type="checkbox"/> NO

Force Account Labor Cost

	<u>Regular Time</u>	<u>Overtime</u>	<u>Sub Total</u>
Time Cost	\$ -	\$ -	\$ -
Benefit Cost	\$ -	\$ -	\$ -
Labor Cost Total			= \$ -

Travel Cost

Meals	\$ -	Mileage (POV)	\$ -	Airfare/ Baggage	\$ -
Lodging	\$ -	Rental Vehicle	\$ -	Fuel/Tolls	\$ -
Travel Cost Total					= \$ -
Force Account Equipment Cost Total					= \$ -
Materials Cost Total					= \$ -
Contract Work Cost Total					= \$ -
Rented Equipment Cost Total					= \$ -
Description of "Other" Costs: _____					Other Costs = \$ -
_____					GRAND TOTAL = \$ -

DESCRIPTION OF SERVICES PROVIDED:

I certify that the totals for each category/claim are exact costs expended by the Assisting Agency to perform the services requested. All additional supporting documentation not included with this claim will be maintained by the Assisting Agency for *a period of three years following the final payment to NDEM by FEMA. The supporting documentation may be obtained for audit purposes by notifying the Assisting Agency authorized official named herein, or other appropriate persons. * In accordance with 2 CFR 200.333 - Retention requirements for records.

CERTIFIED AND APPROVED BY:

SIGNATURE:	TITLE:
PRINTED NAME:	DATE:
EMAIL ADDRESS:	PHONE NUMBER:

**Nevada Division of Emergency Management
SDRS Disaster Reimbursement Applicant Contact List**

Applicant Name: Applicant Name

Primary Point of Contact (responsible for reimbursement packet)

The Primary Point of Contact can be anyone from an Administrative Assistant to the department's Chief. This is the person who filled out the paperwork and can answer specific questions about the packet.

Name Mr. John Smith

Title

Daytime Phone Number () Alternate Number ()

Fax Number ()

E-mail Address

Alternate Contact

Name

Daytime Phone Number () Alternate Number ()

Fax Number ()

E-mail Address

Chief

Name

Daytime Phone Number () Alternate Number ()

Fax Number ()

E-mail Address

Financial Officer

Name

Daytime Phone Number () Alternate Number ()

Fax Number ()

E-mail Address

Emergency Management Coordinator

Name

Daytime Phone Number () Alternate Number ()

Fax Number ()

E-mail Address

To use this form, select the cell to the right of "Name", select the drop down arrow and select the correct title. To select different titles on anyone but the primary contact, click on the title in the gray box, select the drop down arrow to the right of that box and select the correct title. The Primary Point of Contact title must be typed in and will not change.

**Nevada Division of Emergency Management
DEPLOYED FORCE ACCOUNT LABOR SUMMARY RECORD**

Applicant		Disaster / Event														Period Covering							
Applicant Name		0														01/00/00		To				01/00/00	
Employment Status		Dates and Hours Worked Each Week														Costs							
		Shift															A	B	C	D	E	F	
		Day	Wed	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Hours	Hourly Rate	Benefit Rate	Time Cost (A x B =)	Benefit Cost (A x C =)	Total Cost (D + E =)	
Date	1/0	1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9	1/10	1/11	1/12	1/13									
Name																	0.00		0.0000	0.0000	0.0000	0.0000	
Job Title																	0.00		0.0000	0.0000	0.0000	0.0000	
																	0.00		0.0000	0.0000	0.0000	0.0000	
																	0.00		0.0000	0.0000	0.0000	0.0000	
Name	b																0.00		0.0000	0.0000	0.0000	0.0000	
Job Title																	0.00		0.0000	0.0000	0.0000	0.0000	
																	0.00		0.0000	0.0000	0.0000	0.0000	
																	0.00		0.0000	0.0000	0.0000	0.0000	
Name	c																0.00		0.0000	0.0000	0.0000	0.0000	
Job Title																	0.00		0.0000	0.0000	0.0000	0.0000	
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Name	d																0.00		0.0000	0.0000	0.0000	0.0000	
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Name	e																0.00		0.0000	0.0000	0.0000	0.0000	
Job Title																	0.00		0.0000	0.0000	0.0000	0.0000	
																	0.00		0.0000	0.0000	0.0000	0.0000	
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Name	f																0.00		0.0000	0.0000	0.0000	0.0000	
Job Title																	0.00		0.0000	0.0000	0.0000	0.0000	
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Name	g																0.00		0.0000	0.0000	0.0000	0.0000	
Job Title																	0.00		0.0000	0.0000	0.0000	0.0000	
																	0.00		0.0000	0.0000	0.0000	0.0000	
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Name	h																0.00		0.0000	0.0000	0.0000	0.0000	
Job Title																	0.00		0.0000	0.0000	0.0000	0.0000	
																	0.00		0.0000	0.0000	0.0000	0.0000	
																	0.00		0.0000	0.0000	0.0000	0.0000	
Name	i																0.00		0.0000	0.0000	0.0000	0.0000	
Job Title																	0.00		0.0000	0.0000	0.0000	0.0000	
																	0.00		0.0000	0.0000	0.0000	0.0000	
																	0.00		0.0000	0.0000	0.0000	0.0000	
PAYROLL NOTES: Enter information below to explain unique pay policies or circumstances																Total Regular Hours (A)	0.00	Reg Time Subtotal (D)			\$ -		
																Total OT Hours (A)	0.00	Reg Benefit Subtotal (E)			\$ -		
																Total OT @ Reg Pay (A)	0.00	Reg Time Total (F)			\$ -		
																Total Step Up PAY (A)	0.00	OT Subtotal (D)			\$ -		
																Total Hours	0.00	OT Benefit Subtotal (E)			\$ -		
																		OT Total (F)			\$ -		
Regular shift hours worked as indicated on shift calendars and shift assignments																		OT @ Reg Time Subtotal (D)			\$ -		
Hours worked outside of regular shift hours, paid at overtime hourly rates																		OT @ Reg Benefit Subtotal (E)			\$ -		
Hours worked outside of regular shift hours, paid at regular hourly rates																		OT @ Reg Time Total (F)			\$ -		
Regular shift hours worked but backfilling for higher class position																		Step Up Pay Subtotal (D)			\$ -		
																		Step Up Pay Benefit Subtotal (E)			\$ -		
																		Step Up Pay Total (F)			\$ -		
																		Labor Cost Total			\$ -		

**Nevada Division of Emergency Management
BACKFILL FORCE ACCOUNT LABOR SUMMARY RECORD**

Applicant																	Disaster / Event					Period Covering				
Applicant Name																	0					01/00/00 To 01/00/00				
Employment Status				Shift	Dates and Hours Worked Each Week												Costs									
Non-Exempt	Exempt	SH	N		Day	Wed	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	A	B	C	D	E	F	
Part Time	I		P	Date	1/0	1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9	1/10	1/11	1/12	1/13	Total Hours	Hourly Rate	Benefit Rate	Time Cost (A x B =)	Benefit Cost (A x C =)	Total Cost (D + E =)		
Volunteer	FT		V	Name															0.00		0.0000	0.0000	0.0000	0.0000		
				Job Title															0.00		0.0000	0.0000	0.0000	0.0000		
																			0.00		0.0000	0.0000	0.0000	0.0000		
																			0.00		0.0000	0.0000	0.0000	0.0000		
				Name															0.00		0.0000	0.0000	0.0000	0.0000		
				Job Title															0.00		0.0000	0.0000	0.0000	0.0000		
																			0.00		0.0000	0.0000	0.0000	0.0000		
																			0.00		0.0000	0.0000	0.0000	0.0000		
				Name															0.00		0.0000	0.0000	0.0000	0.0000		
				Job Title															0.00		0.0000	0.0000	0.0000	0.0000		
																			0.00		0.0000	0.0000	0.0000	0.0000		
																			0.00		0.0000	0.0000	0.0000	0.0000		
				Name															0.00		0.0000	0.0000	0.0000	0.0000		
				Job Title															0.00		0.0000	0.0000	0.0000	0.0000		
																			0.00		0.0000	0.0000	0.0000	0.0000		
																			0.00		0.0000	0.0000	0.0000	0.0000		
				Name															0.00		0.0000	0.0000	0.0000	0.0000		
				Job Title															0.00		0.0000	0.0000	0.0000	0.0000		
																			0.00		0.0000	0.0000	0.0000	0.0000		
																			0.00		0.0000	0.0000	0.0000	0.0000		
				Name															0.00		0.0000	0.0000	0.0000	0.0000		
				Job Title															0.00		0.0000	0.0000	0.0000	0.0000		
																			0.00		0.0000	0.0000	0.0000	0.0000		
																			0.00		0.0000	0.0000	0.0000	0.0000		
				Name															0.00		0.0000	0.0000	0.0000	0.0000		
				Job Title															0.00		0.0000	0.0000	0.0000	0.0000		
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																			0.00		0.0000	0.0000	0.0000	0.0000		

PAYROLL NOTES: Enter information below to explain unique pay policies or circumstances

Regular shift hours worked as indicated on shift calendars and shift assignments

Hours worked outside of regular shift hours, paid at overtime hourly rates

Hours worked outside of regular shift hours, paid at regular hourly rates

Regular shift hours worked but backfilling for higher class position

Total Regular Hours (A)	0.00	Reg Time Subtotal (D)	\$ -
Total OT Hours (A)	0.00	Reg Benefit Subtotal (E)	\$ -
Total OT @ Reg Pay (A)	0.00	Reg Time Total (F)	\$ -
Total Step Up PAY (A)	0.00	OT Subtotal (D)	\$ -
Total Hours	0.00	OT Benefit Subtotal (E)	\$ -
		OT Total (F)	\$ -
		OT @ Reg Time Subtotal (D)	\$ -
		OT @ Reg Benefit Subtotal (E)	\$ -
		OT @ Reg Time Total (F)	\$ -
		Step Up Pay Subtotal (D)	\$ -
		Step Up Pay Benefit Subtotal (E)	\$ -
		Step Up Pay Total (F)	\$ -
		Labor Cost Total	\$ -

Nevada Division Of Emergency Management

Shift Information

Applicant	Disaster / Event	Period Covering
Applicant Name	0	01/00/00 To 01/00/00

What are the Regular Shift Hours? (i.e. 07:00 - 07:00) to

(Please attach your Shift Calendar and Personnel Designation by shift days)

Are there any exceptions? (M-F 8-5, 12 hour shifts) Y () N ()

If yes, please specify name and actual shift:

What are the number of regular hours in a pay period?

What are the number of hours worked before overtime goes into effect?

Are there "Built-In" overtime hours in a pay period? FLSA Y () N ()

If yes, please explain:

Number of Work Hours per year?

Number of Pay Periods per year?

Comments:

Nevada Division Of Emergency Management
Fringe Benefit Rate Calculation Worksheet

INDIVIDUAL

Applicant

DEPARTMENT

Applicant Name

Incident / Event

SDRS/Applicant Invoice Number

0

Force Account Labor fringe benefits are eligible for reimbursement. FICA (Social Security and Medicare) is required for overtime and some jurisdictions/entities may include retirement, unemployment, workmans compensation on overtime pay.

The following examples will assist in calculating the percentage of fringe benefits paid on an employee's salary:

- 1) The total work hours in a year will vary by employee and position. Examples are: an Administrative Assistant may normally work 2,080 hours in a year, while a Firefighter may work 2,916 hours per year.
- 2) Determine the employee's basic hourly pay rate (annual salary/number of hours worked per year)
- 3) Retirement pay: Use the percentage of salary paid by the employer.
- 4) Social Security and Medicare Unemployment Insurance: Both are a federally set standard of 7.65 percent of salary (Social Security - 6.20%, Medicare - 1.45%).
- 5) Health Insurance, Life Insurance and Workman's Compensation Insurance: This benefit varies by employee. Divide the amount the employer paid by the basic pay rate determined in Step 2.

This form can be used to calculate each individual, or one form can be used to determine a rate for the entire department, if applicable.

Fringe Benefits	Regular Time (By %)	Overtime (By %)	Part Time (By %)
Holiday	0.00%		
Vacation Leave	0.00%		
Sick Leave	0.00%		
Social Security	6.20%	6.20%	0.00%
Medicare	1.45%	1.45%	0.00%
Unemployment	0.00%	0.00%	0.00%
Worker's Compensation	0.00%	0.00%	0.00%
Retirement	0.00%	0.00%	
Health Benefits	0.00%		
Life Insurance Benefits	0.00%	0.00%	
Other	0.00%	0.00%	0.00%
Total as % of Annual Salary	7.65%	7.65%	0.00%

Note: Please contact NDEM if you need assistance completing this form. Sample calculation worksheets are available.

Comments:

**Nevada Division of Emergency Management
TRAVEL SUMMARY RECORD**

Applicant							Disaster / Event			Period Covering		
Applicant Name							\$ -			01/00/00 To 01/00/00		
Date	Breakfast	Lunch	Dinner	Daily Meal Total	Lodging	Rental Vehicle	Fuel / Tolls	Airfare / Baggage	Mileage For Personal Vehicles			
									Miles	Rate	Cost	
NAME: 0												
WED	01/00/00	\$ -	\$ -		\$ -						\$ 0.540	\$ -
THU	01/01/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -
FRI	01/02/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -
SAT	01/03/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -
SUN	01/04/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -
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SUN	01/04/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -
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FRI	01/02/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -
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FRI	01/02/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -
SAT	01/03/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -
SUN	01/04/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -
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TUE	01/06/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -
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FRI	01/02/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -
SAT	01/03/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -
SUN	01/04/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -
MON	01/05/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -
TUE	01/06/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -
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THU	01/01/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -

**Nevada Division of Emergency Management
TRAVEL SUMMARY RECORD**

Applicant							Disaster / Event			Period Covering		
Applicant Name							\$ -			01/00/00 To 01/00/00		
Date	Breakfast	Lunch	Dinner	Daily Meal Total	Lodging	Rental Vehicle	Fuel / Tolls	Airfare / Baggage	Mileage For Personal Vehicles			
									Miles	Rate	Cost	
FRI	01/02/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -	
SAT	01/03/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -	
SUN	01/04/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -	
MON	01/05/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -	
TUE	01/06/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -	
NAME: i												
WED	01/00/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -	
THU	01/01/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -	
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SAT	01/03/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -	
SUN	01/04/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -	
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THU	01/01/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -	
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SUN	01/04/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -	
MON	01/05/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -	
TUE	01/06/00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 0.540	\$ -	
TOTALS					\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Comments (For further explanation of combined amounts in a column)												

**Nevada Division of Emergency Management
GROUP MEALS SUMMARY RECORD**

Applicant		Disaster / Event			Period Covering		
Applicant Name		0			01/00/00	TO	01/00/00
	Restaurant			Number of Meals	Average Meal Cost	Total Cost	
Date	10/2/2016						
Breakfast						\$ -	
Lunch						\$ -	
Dinner						\$ -	
Daily Average					\$ -	\$ -	
Date	10/3/2016						
Breakfast					\$ -	\$ -	
Lunch					\$ -	\$ -	
Dinner					\$ -	\$ -	
Daily Average					\$ -	\$ -	
Date	10/4/2016						
Breakfast					\$ -	\$ -	
Lunch					\$ -	\$ -	
Dinner					\$ -	\$ -	
Daily Average					\$ -	\$ -	
Date	10/5/2016						
Breakfast					\$ -	\$ -	
Lunch					\$ -	\$ -	
Dinner					\$ -	\$ -	
Daily Average					\$ -	\$ -	
Date	10/6/2016						
Breakfast					\$ -	\$ -	
Lunch					\$ -	\$ -	
Dinner					\$ -	\$ -	
Daily Average					\$ -	\$ -	
Date	10/7/2016						
Breakfast					\$ -	\$ -	
Lunch					\$ -	\$ -	
Dinner					\$ -	\$ -	
Daily Average					\$ -	\$ -	
Date	10/8/2016						
Breakfast					\$ -	\$ -	
Lunch					\$ -	\$ -	
Dinner					\$ -	\$ -	
Daily Average					\$ -	\$ -	
Date	10/9/2016						
Breakfast					\$ -	\$ -	
Lunch					\$ -	\$ -	
Dinner					\$ -	\$ -	
Daily Average					\$ -	\$ -	
Total Group Meals						\$ -	

Nevada Division of Emergency Management
FORCE ACCOUNT EQUIPMENT SUMMARY RECORD

Applicant Name	Disaster / Event	Period Covering
	0	01/00/00 To 01/00/00

Equipment Description <small>Indicate size, capacity, horsepower, make & model, IMAS "E" number assignment, fleet number, etc.</small>	FEMA Equip. Code #	Operator's Name	Dates / Hours Used Each Day											Total (Hours or Miles)	Equipment Rate	Total Cost		
			Date	1/0	1/1	1/2	1/3	1/4	1/5	1/6	1/7	1/8	1/9				1/10	
			Hours													0.00		\$ -
			Hours													0.00		\$ -
			Hours													0.00		\$ -
			Hours													0.00		\$ -
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			Hours													0.00		\$ -
			Hours													0.00		\$ -
Equipment Summary Record Total																	\$	-

Nevada Division of Emergency Management
MATERIALS SUMMARY RECORD

Applicant		Disaster / Event				Period Covering			
Applicant Name		0				01/00/00	To	01/00/00	
Vendor	Description of Purchase Materials / Goods / Services Provide justification for purchase who/where/why	Quantity	Unit Cost	Total Original Cost	Validated Cost	Date Purchased	Date Used	Info From (Check One)	
								Invoice/ Receipt	Stock
1			\$ -	\$ -	\$ -			x	
2			\$ -	\$ -	\$ -				
3			\$ -	\$ -	\$ -				
4			\$ -	\$ -	\$ -				
5			\$ -	\$ -	\$ -				
6			\$ -	\$ -	\$ -				
7			\$ -	\$ -	\$ -				
8			\$ -	\$ -	\$ -				
9			\$ -	\$ -	\$ -				
10			\$ -	\$ -	\$ -				
11			\$ -	\$ -	\$ -				
12			\$ -	\$ -	\$ -				
13			\$ -	\$ -	\$ -				
14			\$ -	\$ -	\$ -				
15			\$ -	\$ -	\$ -				
16			\$ -	\$ -	\$ -				
17			\$ -	\$ -	\$ -				
18			\$ -	\$ -	\$ -				
19			\$ -	\$ -	\$ -				
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21			\$ -	\$ -	\$ -				
22			\$ -	\$ -	\$ -				
23			\$ -	\$ -	\$ -				
24			\$ -	\$ -	\$ -				
25			\$ -	\$ -	\$ -				
Material Summary Record Total				\$ -	\$ -				

**Nevada Division of Emergency Management
RENTED EQUIPMENT SUMMARY RECORD**

Applicant			Disaster / Event			Period Covering		
Applicant Name			0			01/00/00 To 01/00/00		

Type of Equipment <small>Indicate size, capacity, horsepower, make & model.</small>	Dates	Rate Per Hour		Total Cost	Vendor	Invoice Number	Date	Proof of Payment
	Hours Used	W/ OPR.	W/OUT OPR.				Amount	
				\$ -			\$ -	
				\$ -			\$ -	
				\$ -			\$ -	
				\$ -			\$ -	
				\$ -			\$ -	
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				\$ -			\$ -	
				\$ -			\$ -	
				\$ -			\$ -	
Rented Equipment Summary Record Total:				\$ -				

Nevada Division of Emergency Management
CONTRACT SUMMARY RECORD

Applicant			Disaster / Event	Period Covering
Applicant Name			0	01/00/00 To 01/00/00
Date(s) Worked	Contractor	Invoice Number	Amount Due	Comments / Scope of Work
			\$ -	
			\$ -	
			\$ -	
			\$ -	
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			\$ -	
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			\$ -	
			\$ -	
			\$ -	
			\$ -	
Contract Summary Record Total:			\$ -	

Detailed Incident Hours Forms - Agency Vehicles or Equipment
Use this form to track usage hours when vehicles or equipment are used to provide services for the incident

Location / Site	Description of Work Performed	Equipment / Vehicle # (i.e. "E" number)	Equipment Description (Typing) Indicate make & model, size, capacity, horsepower, etc.	Operator's Name	Supervisor's Name (i.e. Strike Team Leader)	Date	Number of Hours

Detailed Incident Mileage Form - Agency Vehicles

Use this form when vehicles are used to transport personnel only and not to provide services for the incident

Vehicle Description (make & model) _____

Unit or Vehicle #: _____ Incident Name: 0 _____

Employee Name: _____ Agency / Department: _____

Date	Unit of Assignment	Purpose of Trip	Origin	Destination	Odometer Start	Odometer End	Total Miles

I hereby certify that the foregoing statements and the figures on this form are true and correct and such mileage claimed represents actual mileage driven in the above mentioned vehicle while in performance of services for the stated incident.

Signature: _____

Supervisor's Signature: _____

Supervisor's Name: _____

Agenda Item #10

State Resource Request #	Description	Cost
24	State of Nevada - Division of Emergency Management / Lanita Magee / 1 Water Tender from City of Las Vegas for assignment to Carson City	1,240.00
27	State of Nevada - Division of Emergency Management/ Lanita Magee/ Dina Dalessio from Las Vegas Fire Rescue to serve as Southern Task Force Liaison	4,534.40
47	Nevada Highway Patrol / LT Tony Roth/ 4 Law Enforcement Personnel for Carson City Community Center Security Detail (Storey County)	1,865.72
72	State of Nevada/ Division of Emergency Management/ Lanita Magee/ Activation of SFMO Officer Joel Martin	1,387.73
		<hr/> <hr/> <u>9,027.85</u>

*There were numerous other resource requests for the Caldor Fire but they were funded through the Nevada Division of Forestry Wildland Fire Protection Program.