



## Meeting Minutes Emergency Preparedness Working Group (EPWG)

<b>Attendance</b>	<b>DATE</b>	Wednesday, May 18, 2016	
	<b>TIME</b>	1:30 P.M.	
	<b>LOCATION</b>	Nevada Division of Emergency Management Training Rooms 2478 Fairview Drive Carson City, Nevada 89701	
		Clark County Fire Station #18 575 E. Flamingo Road, Second Floor Conference Room Las Vegas, NV 89119	
	<b>METHOD</b>	Teleconference - Videoconference	
<b>RECORDER</b>	Lorayn Walser		
<b>Committee Members</b>	<b>Present</b>	<b>Staff and Others</b>	<b>Present</b>
Richard Martin	X	Kelli Anderson (Staff)	X
Ken Elgan (Esmeralda)		Sonja Williams (Staff)	X
Jeff Knudtson (Elko)	X	Marina Crounk (Staff)	X
Irene Navis (Clark)		Janell Woodward (Staff)	X
Vance Payne (Nye)	X	Brett Kandt (DAG representative)	X
Rick Stever (Lincoln)	X	Dave Drew (Staff)	X
Brett Waters (White Pine)	X	Jon Bakkedahl	X
DOE Representative		Melissa Molt	X
John Steinbeck for Irene Navis	X	JD Boteler	X
		Elaine Zimmerman	X
		Tammy Teeter (Esmeralda)	
		Carol Dinsman	
		Janet Appenzeller-Wing	
		Karen Taylor (Clark)	X
		Matthew Martin (White Pine)	
		Jennifer Delgado (White Pine)	
		Justin Luna (NDEM)	X
		Lorayn Walser (NDEM)	X
		Judith Lyman	
		Tim Spencer	
		Irene Sanzare	
		Mike Schmidt	
		John Follette – NV Radiation Control	X

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

Chair, Rick Martin called the meeting to order. Lorayn Walser called roll and a quorum was established.

## **2. PUBLIC COMMENT**

Rick Martin opened the meeting for any public comments. There were none.

## **3. APPROVAL OF MINUTES**

Rick Martin asked if everyone had a chance to review the minutes from the prior meeting and asked for any changes. Vance Payne made a motion to approve the minutes as submitted and Brett Waters seconded the motion. There was no further discussion and the motion passed unanimously.

## **4. UPDATE ON THE FFY 2013-2015 EPWG GRANT BALANCES**

Kelli Anderson read into record current balances for:

2013: Total allocation of \$562,530, with a balance of \$134,605.

2014: Total allocation of approximately \$500,000, with a balance of \$196,415 unspent.

2015: Total allocation was \$634,660, with a balance of \$347,787

Brett Waters asked about extensions, and Kelli said that everything has been extended to 2016 when we get our final modification, and would then be extended through 2017.

## **5. UPDATE OF FFY16 APPLICATION AND BUDGET STATUS**

Rick said that all applications have been received. Some projects needed verification of eligibility from DOE, and we are still awaiting a response from them.

There is a total of \$768,444 requested, and Rick asked how the counties wanted to split the amount, either equally or by priority.

Vance Payne said that in the past, priority has served the group members the best.

Jeff Knudtson said that going by priority has worked best. After the funding was evened out among the counties last year, they were able to give some of the money back for other jurisdictions.

Rick said that if split evenly, each county would receive \$128,074, which would leave some counties over budget and some under.

Kelli suggested moving to the next agenda item, as this was intended to just be an overview of applications received.

## **6. FFY 2016 APPLICATION REVIEW AND PRIORITIZATION**

Kelli reported that we have received 5 modifications from the Department of Energy for a total of \$768,444.42. If split six ways, as has been done as in the past, that would allocate \$128,074.07 to each jurisdiction. The group will need to determine the allocation amounts,

and decide what is going to be funded. There are a few items listed on the budget in yellow, which are still awaiting DOE approval. These items include the unmanned aerial vehicle for Clark County, a 3 year software program for Elko, and a 5 year phone software program for Nye. These requests need DOE review and approval, as there has never been an unmanned aerial vehicle approved before, and both of the software programs are going to fall outside of the performance period of the grant.

Vance offered to drop Nye County's request for the ECM2 phone software, as they do not need it this year. That would drop their requested budget down to \$101,600.

Brett Waters had made a correction to the White Pine County budget request, with the part time emergency manager allocation of \$44,149, and the administrative assistant remaining at \$10,899. Fringe benefits for the emergency manager would be reduced to \$25,161, and fringe for the administrative assistant would remain the same. This would make the total request for White Pine County \$203,860.

Rick Stever offered to remove three of their requested hazmat SCBAs, which would reduce their total request by \$16,440.58 with a new total of \$141,114.42.

John Steinbeck said that Clark County could reduce their request for software and hardware Viewpoint system by \$8000.

Kelli read the new requested allocations for the six counties:

Clark \$132,000  
Elko \$91,870  
Esmeralda \$98,000  
Lincoln \$141,114.42  
Nye \$101,600  
White Pine \$203,860

Vance made the motion to accept the revised allocations, Rick Stever seconded it. Motion carried unanimously.

## **7. EPWG BY-LAWS REVISION**

Rick said that we are proposing to take the current 25 page document and reduce it to approximately three pages. It will include the most current information on open meeting laws, proxies, and alternates. According to legislation, proxies and alternates will no longer be allowed.

Current by-laws will be provided in the next few days, to be discussed at the next meeting. Rick reminded the group to not "reply all" when commenting, as that would constitute a quorum and would be a violation of the open meeting law. A reminder to not use "reply all" will be sent out with the by-laws.

Brett Kandt said that they (AG's office) recommend staff send out anything to the members as a blind copy to avoid risk of anyone using reply all.

## **8. PUBLIC COMMENT**

Rick mentioned that Rick Stever, Irene Navis, and Chief Cage put together a nice letter to the Department of Energy. Vance thanked Rick for obtaining phone numbers and contact information for DOE and thanked Irene Navis for putting together the letter that opened up this dialog.

Brett Waters thanked the group for their support of White Pine County in the past year. Thanks to EPWG, they have been able to obtain furniture, televisions, and computers for their EOC. He also announced that this will be his final EPWG meeting, as he has accepted a position with the Nevada Division of Forestry.

Kelli said that the funds should be out within 7 – 10 working days, and will be backdated to October 1<sup>st</sup> of 2015. Extensions will be out as soon as they are available.

Rick thanked everyone for their work behind the scenes with EPWG.

## **9. ADJOURN**

John Steinbeck made the motion to adjourn. Brett Waters seconded the motion. The motion passed unanimously, and the meeting was adjourned.