



## Meeting Minutes Emergency Preparedness Working Group (EPWG)

<b>Attendance</b>	<b>DATE</b>	Wednesday, May 27, 2015	
	<b>TIME</b>	1:00 P.M.	
	<b>LOCATION</b>	Nevada Division of Emergency Management Training Rooms 2478 Fairview Drive Carson City, Nevada 89701	
	<b>LOCATION</b>	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>	Janell Woodward	
<b>Committee Members</b>	<b>Present</b>	<b>Staff and Others</b>	<b>Present</b>
Richard Martin	X	Kelli Anderson (Staff)	
Ken Elgan (Esmeralda)		Sonja Williams (Staff)	X
Jeff Knudtson (Elko)	X	Marina Crounk (Staff)	X
Irene Navis (Clark)	X	Janell Woodward (Staff)	X
Vance Payne (Nye)	X	Sophia Long (DAG representative)	X
Rick Stever (Lincoln)	X	Dave Drew (Staff)	X
Brett Waters (White Pine)		Jon Bakkedahl	
DOE Representative		Melissa Molt	
		JD Boteler	X
		Elaine Zimmerman	X
		Chudi Onowu	
		Carol Dinsman	
		Janet Appenzeller-Wing	
		Karen Taylor (Clark)	
		Matthew Martin (White Pine)	X
		Jennifer Delgado (White Pine)	
		Justin Luna (NDEM)	X
		Eric Wilson (NDEM)	

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

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

**2. PUBLIC COMMENT.**

Rick Martin opened the meeting for any public comment. There was 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. There were no changes. Vance Payne made a motion to approve the minutes and Jeff Knudtson seconded the motion. There was no further discussion and the motion passed unanimously.

**4. UPDATE ON THE FFY2012-FFY2014 EPWG GRANT BALANCES.**

Janell Woodward sent members a last minute declining balance spreadsheet as well as copies were available at the meeting for everyone. Rick Martin stated for the record that the last sheet which says 2015 is actually 2014. Only the year date at the top was incorrect on this sheet. Sonja Williams read into record combined balances for FFY 2012 through 2014 per county.

Clark County:	\$ 79,867.50
Elko County:	\$ 315.51
Esmeralda County:	\$118,430.34
Lincoln County:	\$159,968.83
Nye County:	\$ 19,244.96
White Pine County:	\$184,510.60

There were no questions.

**5. UPDATE TO FFY12 – FY14 EPWG GRANT PROJECT CHANGES.**

Rick Martin stated that there were no changes submitted. Vance Payne indicated that Nye County is in extreme financial problem and his entire department is potentially up for cut. Vance stated that if they survive the next round, their submitted salary will need to be divided into two. He needs to be able to half pay for two people, the emergency manager and an assistant. Rick asked that Vance let the Nevada Division of Emergency Management (NDEM) know what they need and we will help them.

**6. FFY15 APPLICATION REVIEW AND PRIORITIZATION.**

Rick stated all applications and budgets were received for a total request of approximately \$1,316,154.14. The available funds are \$634,660.50.

Sonja Williams asked everyone to go by county to read into record their prioritization.

Clark County:

1. Multi-agency Radiation Response Plan
2. 100 SCBA Cylinders
3. Miscellaneous equipment

Elko County:

1. 4 Trips to NDEM Carson City
2. Radseeker CL
3. 17 Sperian air packs and 20 face masks
4. IFSTA Training Manuals and Instructor kits

Esmeralda County:

1. Emergency Manager Assistant Salary and Fringe
2. Supplies and office
3. Patrol Car.
4. Enhanced 911 System.
5. EOC Computer
6. Training
7. Travel

Lincoln County:

1. Salaries – Emergency Manager and Grant administrator
2. Travel
3. Generators
4. 2 EMT/First Responder Training
5. Miscellaneous Fire equipment
6. EOP update

Nye County:

1. Salary
2. Command Vehicle
3. Battery replacement and watering kit
4. Generator
5. ECM2 software

White Pine County:

1. Salary
2. Updating the County Emergency Operations Plan and HAZMAT Annex
3. Travel
4. Office Supplies
5. Staff/command vehicle
6. 6 computers for Work stations in EOC
7. 12 EOC work stations

Once priorities were added up, funding priorities 1-3 puts us \$213,206.64 over. Rick opened up to the group recommendations for cuts to put the budget in balance. Lincoln County cut their four-generator request down to one generator which was only \$45,000. White Pine stated they would remove their fringe of \$2,814.00. Vance Payne added they would pull their #3 battery replacement and watering kit for \$9,290.00. JD stated they could drop their #3 priority to \$190,000.

Jeff Knudtson asked the group whether they thought the priority system was working fairly for the counties. Vance agreed with Jeff. Conversation continued around taking the full amount available and dividing it equally among all six counties and then adjust as necessary for those who need less or might need more. The total for each county would be \$105,776.75.

JD asked for clarification that with an extension through 7/31/16, counties could use the money they already have allocated added together with these new funds to possibly fund whatever project they have. Rick confirmed that if this would be correct with an extension through 7/31/16.

Rick Martin asked for a motion to divide the total funds available by the six counties equally. Jeff Knudtson moved. Vance Payne seconded. Irene asked for clarification of the motion suggesting that the group look at how money is divided on a year-to-year basis. All were in favor and the motion was approved.

Sonja went through the division once again to make a new spreadsheet. Elko's total requests were below the divided amount of \$105,776.75 at \$69,000 and the remainder was put aside to divide out among the remaining counties. Clark County also reduced their 100 SCBA cylinder request from 100 to 90, reducing the \$59,067.00 to \$53,160.30 with the excess amount also set aside to divide out with their new total being \$104,093.30. Sonja indicated there was \$38,460.20 to add into the remaining four counties. Vance indicated they also would cut their funding to allow for money to go to another county. Rick Stever stated they would cut \$1,400 for the two trips for ENT training leaving \$5,706.45 for other counties. JD stated Esmeralda would re-do their priorities and take the patrol car over the enhanced 911 system as they would not be able to reach the \$218,000 needed for the 911 system. Each county made cuts leaving \$55,084.86 to divide among the counties. Discussion ensued regarding how this money should be divided. Rick Stever stated they could benefit from a second generator. White Pine agreed Lincoln County could benefit more than they would. Adding a second generator left approximately \$10,000 to go toward White Pine's command vehicle.

Sonja read back to everyone what the outcome was to confirm. Final outcome was as follows:

Clark County:

- |  |                     |
|--|---------------------|
| 1. Multi-Agency Radiation Response Plan: | \$40,000            |
| 2. 90 SCBA cylinders:                    | \$53,160.30         |
| 3. Miscellaneous equipment               | \$10,933            |
|  | Total: \$104,093.30 |

Elko County:

- |   |                 |
|---|-----------------|
| 1. 4 Trips to Carson City                     | \$ 3,700        |
| 2. Radseeker CL                               | \$35,000        |
| 3. 17 Sperian air packs and face masks        | \$20,000        |
| 4. IFSTA training manuals and instructor kits | \$10,300        |
|   | Total: \$69,000 |

Esmeralda County:

1. 2 emergency manager assistant salary	\$30,000
2. 2 emergency manager assistant fringe	\$ 6,000
3. Office supplies	\$10,000
4. Patrol car	\$45,000
Total:	\$91,000

Lincoln County:

1. Emergency Manger salary	\$34,652
2. Grants Administrator salary	\$2,728.75
3. Emergency Manager fringe	\$11,302
4. Grants Administrator fringe	\$ 987.55
5. 4 trips to Las Vegas	\$ 600.00
6. 2 trips to Carson City	\$1,200.00
7. 4 trips to EMS Conference	\$3,200.00
8. Annual in-county travel	\$ 400.00
9. 2 Generators	\$90,000
10. 2 EMT training	\$4,306.45
Total:	\$149,376.75

Nye County:

1. Salary	\$31,262.40
2. Fringe	\$19,766.40
3. Command Vehicle	\$45,000
4. Battery replacement	\$ 9,000
5. Watering Kit	\$ 290.00
Total:	\$105,328.84

White Pine County:

1. Emergency Manager salary	\$41,018
2. Emergency Manager assistant	\$ 5,006
3. Emergency Manager fringe	\$24,530
4. Assistant Fringe	\$ 2,814
5. Update operations plan	\$25,000
6. 5 trips to meetings	\$ 2,500
7. Staff command vehicle	\$14,993.61
Total:	\$115,861.61

Sonja stated the above would balance the budget total of \$634,660.50. Rick Martin asked if everyone was okay with all the changes. Rick asked for a motion to approve the budget. Rick Stever made a motion to approve the budget as stated above. Jeff Knudtson seconded. All were in favor and the motion passed unanimously.

**7. DISCUSSION BY COUNTY REGARDING PERFORMANCE PERIOD NEEDED TO COMPLETE PROJECTS.**

Rick Martin asked whether Department of Energy (DOE) representatives had arrived and they were not present in the Las Vegas office. Rick stated the last modification was 51 that appeared to be conflicting with a program extension until 7/31/16 project period and budget period 7/31/15. Rick wanted confirmation from DOE that the extension was through 7/31/16. Irene Navis added that she thought this was discussed at a previous meeting and she thought that they could request an extension through 7/31/16 but they had to know what they were going to do by 7/31/15.

**8. UPDATE ON THE NDEM ASSISTANCE IN PLANNING, TRAINING AND EXERCISE AND CALIBRATIONS PROJECT.**

Rick Martin indicated it has been a busy few months. Dave Drew has been the major contributor for this program as well as the Waste Isolation Pilot Plant (WIPP) and has been getting a lot of training approved as well as calibrations. Of the \$36,400 funding provided by EPWG, expenditures to date total \$7,322. This is with a set of calibration and Dave Drew's travel to provide training. Rick asked the members to rollover the remainder of the funds to continue to allow Dave Drew to continue his help with the EPWG members with calibration and training. Vance Payne made a motion to move the remaining funds forward. Irene Navis seconded this motion. Rick stated that any remaining funds will be moved forward.

Vance also added that it has been a real pleasure working with Dave Drew over this last year and appreciated the work that he has done on behalf of the counties who belong to the EPWG.

Dave Drew gave an update of the work he has been doing and the other work that has been going on. Clark County has been doing a lot of needs assessment, planning, and training spurred by the uranium-233 shipment issues. Nye County has also helped to update the videos for the entire country. This is paid for by DOE funds. Dave added that they have also been doing the calibrations. For Clark County, the vendor has a courier who picks up the equipment for calibration. The calibration program for the rest of the counties is going much slower for several reasons including the challenge of locating and gathering equipment in some counties. Some equipment has been around for quite some time. Another issue has been that the vendor for calibrations does not have the calibration software to be able to calibrate the much older equipment so this has caused a considerable delay. Once calibrations are complete, an evaluation will need to be done of what is out there along with the Radiation Control Program and figure out what is reliable and what other equipment might be needed. Ultimately there will be a need to determine what equipment purchases might be needed in the future. There may be other funding opportunities for this perhaps through WIPP. Dave added that equipment that is no longer needed must be surplus through the State and asked that everyone let him know if they have any of this equipment.

With regard to training, there has been a considerable amount of training in the lower part of Nye County. Esmeralda County has asked for the basic MERRT training. Dave also

indicated that they will try to get this training in Ely and Lincoln County. Training will be scheduled as each county requests.

Vance Payne asked whether once all calibrations are complete it would be easy to pull from their database a report of what is available throughout the state to see what is out there and how old the equipment is to guide with planning. Dave indicated this would be possible. However, records of exactly how old equipment is may not be available so it would be more likely to be categorized to be really old, old, fairly new, new, etc. Vance additionally asked how to tell end-of-life for a piece of equipment. Dave said that typically they have been going by the time that they are no longer able to calibrate the equipment or when it costs more to calibrate than to just purchase a new piece of equipment. Dave said he would like to see more standardization of equipment throughout the state. This would make training and calibration much easier. Each piece of equipment has a different training on how to use it.

## **9. UPDATE REGARDING U-233 SHIPMENTS.**

Rick Martin introduced Mike Schmidt and Brad Allured from the Radiation Control Program who attended the meeting in place of Jon Bakkedahl. Mike indicated that we do not really have a lot to do with the U-233 shipments but DOE is probably the main contact with these shipments. The Radiation Control Program will be responsible for a little bit of training prior to the shipments.

Irene Navis added that there will be no advanced announcement of shipments. These are highly secret. A tabletop exercise will be scheduled for either September or November. Clark County has asked for a scenario that deals with the release of radiation as well as containing an element of public information and dealing with the media. DOE is in the process of getting approval for the scenario.

Dave Drew added that the shipments are handled by the Office of Secure Transportation (OST) and these shipments will not tell anyone where they are going. Irene agreed that this was made very, very clear during the last tabletop exercise.

## **10. CLARK COUNTY UPDATE**

Irene Navis stated she would be submitting a revised and updated five-year work plan. Clark County reported that they purchased eight atmospheric monitors with 2013 funding. They did a project change request last year to accommodate other priority needs for the community and also made modifications to FY2012 funding. They also made a 2014 project change request to accommodate projects including the University Medical Center decontamination equipment, as well as Southern Nevada Healthcare Preparedness Coalition. All of these projects are either done or in progress and going through the final process of closeout and reporting. With regard to current projects, in terms of their response plan, they have found that the amount currently allocated does not allow for a full update of their response plan. They are reworking the scope of work and what they will do is a review and minor updates to their Emergency Operations Plan and Hazardous Materials Response Plan to be more compatible. Once they have the new funding in place they will add the

update to the Radiation Response Plan. They have had some internal challenges in placing the generator they purchased. The generator is not big enough to accommodate the building it is supposed to go into. The funding approved today will be added to their new five-year plan.

Vance Payne added that money spent on the radiation plan and HAZMAT plan go beyond the borders of Clark County. He stated that Nye County will train to the same SPECs. Irene stated she is happy to provide a template to anyone who would like it.

## **11. REMINDER OF REMAINING 2015 QUARTERLY MEETINGS**

Rick Martin announced the following dates for 2015 meetings including July 29, 2015 and October 28, 2015, both at 1 pm. Rick asked that if anyone has any conflicts to please let NDEM know.

Vance Payne asked when the Emergency Manager's conference will be held and Rick stated he was unsure but typically in October.

## **12. PUBLIC COMMENT**

Rick Martin asked for public comment in the north and the south. Rick Stever stated at the last meeting Kelli had mentioned the Disaster-in-a-Box system and might be able to help Lincoln County with information regarding this system. Rick Stever stated he was told that he could get the box and the items in the box including a satellite phone. Rick stated he would check on it and get back to him. Rick Stever asked for a timeline and Rick Martin stated he would get back to him as soon as possible but that Kelli Anderson was out of the office this week. Elaine Zimmerman also asked if Rick would find out the status of their environmental for their tower equipment, especially regarding coming to the end of the project performance.

Dave Drew stated he received an email from the calibration vendor and they have not yet received the software for the Victoreen 190 as of this date so they are still waiting on that software and are unable to calibrate this equipment yet.

Sonja Williams added that she will send everyone out the spreadsheet with the outcome of today's funding decisions so that everyone will know what their budgets are.

Rick thanked Kelli, Sonja, Marina, and Janell for all of their work before, during and after the EPWG meetings.

## **13. ADJOURN.**

Rick Stever made a motion to adjourn. Irene Navis seconded. All were in favor and the meeting was adjourned.