Resilience Commission
Meeting Timeline for 11/20/18

Task Description	DEM Assign	Resilience/Other Assign	DAG	Progress	Start	End	Days to Complete
PLANNING STAGE - [Post previous meeting, Pre next meeting]							
Identify Co-Chair schedules for November [possible meeting dates]	Resilience Co-Chairs, DEM Admin	n/a	n/a	100%	10/26/2018	10/29/2018	3
Identify Special/Competing Events for November	DEM Leadership, HS SEDC, Others as needed	n/a	n/a	100%	10/26/2018	10/29/2018	3
Identify specific public body deadlines/issues <u>OUTSIDE</u> of Resilience - (reporting requirements/deadlines/presenters)							
Nevada Commission on Homeland Security (NCHS)	Cage, Anderson, DEM Leadership, DEM Admin	Cage	Ladich	100%	10/29/2018	11/1/2018	3
NCHS Finance Committee (Funding approvals, deobs, reobs)	Cage, Williams, DEM Admin	Cage, Giomi (or Finance Chair)	Ladich	100%	10/29/2018	11/1/2018	3
Intrastate Mutual Aid Committee (IMAC)	Cage, Baratti, DEM Admin	Cage	Ladich	100%	10/29/2018	11/1/2018	3
Search and Rescue Board (SAR)	Cage, Burke, DEM Admin	Cage, Lynn (or current chair)	Keegan	100%	10/29/2018	11/1/2018	3
Emergency Preparedness Working Group (EPWG)	Cage, Williams, DEM Admin	Cage	Ladich	100%	10/29/2018	11/1/2018	3
Identify specific <u>ABSORBED</u> function reporting requirements/deadlines/presenters							
Emergency Management Coordinating Council (EMCC)	Cage, Anderson, Walser, DEM Admin	Cage	n/a	100%	10/29/2018	11/1/2018	3
Homeland Security Working Group Function (HSWG) - HSGP Projects	Cage, Anderson, Williams, Parker, Hall, DEM Admin	Cage, Steinbeck, Resilience Commission	n/a	100%	10/29/2018	11/1/2018	3
NCHS Cyber Security Committee - Cyber Projects	Cage, Anderson, Williams, DEM Analyst, DEM Admin	Cage, Steinbeck, Rahmeyer, OCDC	n/a	100%	10/29/2018	11/1/2018	3
Nevada Earthquake Safety Council (NESC)	Cage, Anderson, Woodward, DEM Admin	Kent	n/a	100%	10/29/2018	11/1/2018	3

Nevada Hazard Mitigation Planning Committee (NHMPC)	Cage, Anderson, Woodward, DEM Admin	DePolo	n/a	100%	10/29/2018	11/1/2018	3
Nevada Public Safety Communications Committee (NPSCC) - Comms Projects	Cage, Anderson, Friend, Schultz, DEM Admin	Friend	n/a	100%	10/29/2018	11/1/2018	3
Nevada State Citizen Corps Council (CCC)	Cage, Williams, Parker, DEM Admin	Laffoon	n/a	100%	10/29/2018	11/1/2018	3
State Emergency Response Commission (SERC)	Cage, DEM Admin	Cage	n/a	100%	10/29/2018	11/1/2018	3
ADMINISTRATIVE STAGE - Pre Meeting							
Poll members for initial quorum	DEM Admin	Resilience Commission	n/a	100%	10/29/2018	11/1/2018	3
Establish Meeting Date / Invites	Resilience Co-Chairs, DEM Leadership, DEM Admin	Resilience Commission	n/a	100%	11/1/2018	11/1/2018	1
Establish/Confirm Meeting Venue(s)	DEM Admin Staff	LV (NHP, MACC, Others), Elko (ECSD, Others)	n/a	100%	11/5/2018	11/9/2018	4
Draft/Review Agenda	Co-Chairs, DAG, DEM Admin, DEM Data Group, DEM Leadership	n/a	Ladich	100%	11/5/2018	11/9/2018	4
Review Minutes from previous meeting	DEM Leadership, DAG	n/a	Ladich	100%	11/8/2018	11/9/2018	1
Approve Agenda	Co-Chairs, DAG, DEM Leadership	n/a	n/a	100%	11/9/2018	11/9/2018	1
Call for Presentations/Handouts For Review	DEM Admin Staff	Resilience Commission, Outside Presenters, Others	n/a	100%	11/12/2018	11/13/2018	1
Final Review of Presentations/Handouts	Co-Chairs, DEM Leadership, DEM Admin Staff	n/a	n/a	100%	11/12/2018	11/13/2018	1
Final Quorum/Venue attending poll	DEM Admin Staff	n/a	n/a	100%	11/13/2018	11/13/2018	1
Clerical Prep - Meeting Materials (member and public)	DEM Admin Staff	n/a	n/a	100%	11/13/2018	11/14/2018	1

Post Agenda (DEM Website, Physical, NV.Gov)	DEM Admin Staff, Gail Powell, Sherrean Whipple	n/a	n/a	100%	11/14/2018	11/15/2018	1
Electronic delivery of materials to Commission/Listserv(s)	DEM Admin Staff	n/a	n/a	100%	11/14/2018	11/16/2018	2
Physical mail delivery/Print Request of meeting materials (member and public)	DEM Admin Staff	DEM South, Kerr, Laffoon, Printer Vendor	n/a	100%	11/15/2018	11/16/2018	1
Venue Technology Testing	DEM Admin Staff, Tech Staff	Venue-specific Tech/IT Staff	n/a	100%	11/15/2018	11/16/2018	1
Venue Set-Up (Carson, Vegas, Elko)	DEM Admin/Support Staff (LV, CC, Elko)	Kerr, Laffoon	n/a	100%	11/19/2018	11/20/2018	1
GO TIME - MEETING DATE							
Administer Resilience Commission Meeting	Co-Chairs, DAG, DEM Admin, DEM/Venue IT-Tech	n/a	n/a	0%	11/20/2018	11/20/2018	1
Capture Do-Outs/Agenda item suggestions	Co-Chairs, DEM Admin	Resilience Commission	n/a	0%	11/20/2018	11/20/2018	1
POST MEETING							
After Action Review - What went right/wrong; fixes/suggestions	DEM Leadership	n/a	n/a	0%	11/20/2018	11/21/2018	1
Post Approved Minutes from previous meeting to DEM Website [10/25/18 Resilience]	DEM Admin, Powell, Whipple, StateAdmin	n/a	n/a	0%	11/20/2018	11/21/2018	1
Upload Meeting Recording(s), Rosters, Approved Minutes to F:\ Drive	DEM Admin	n/a	n/a	0%	11/20/2018	11/21/2018	1
Press Release Development (if needed)	DEM Leadership/Powell	n/a	n/a	0%	11/20/2018	11/21/2018	1
Press Release distribution (if needed)	DEM Leadership/Powell	n/a	n/a	0%	11/21/2018	11/22/2018	1
Create DRAFT meeting minutes from 11/20/18 meeting	DEM Admin	Transcription Service	n/a	0%	11/21/2018	11/26/2018	5