

# MINUTES

## Nevada State Emergency Response Commission (SERC)

### Funding Committee Meeting

107 Jacobsen Way, Classroom C  
Carson City, NV 89711

March 8, 2012

#### Members Present

Richard Brenner, Chair\*  
Susan Crowley\*  
John Helmreich\*

#### Members Absent

Stacey Giomi

#### Staff

Suzie Adam  
Karen Pabón  
Will Geddes

#### Guests

Diane Blake\*  
Dave Fogerson  
Cathy Ludwig\*  
Irene Navis\*

\*teleconferenced

#### 1. CALL TO ORDER

Richard Brenner called the meeting to order at 9:00 a.m.

#### 2. INTRODUCTIONS

Members, staff and guests introduced themselves as shown above. A quorum was present.

#### 3. PUBLIC COMMENT

Mr. Brenner called for public comment. There was none.

#### 4. APPROVAL OF NOVEMBER 30, 2011 MEETING MINUTES

Susan Crowley made a motion to approve the minutes of the November 30, 2011 meeting. John Helmreich seconded the motion which was approved unanimously.

#### 5. HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP), MID-

## CYCLE GRANT APPLICATIONS

Karen Pabón advised there are three HMEP mid-cycle grant applications and a SERC request for allocation funds for travel to the National Association of SARA Title III Program Officials (NASTTPO) Conference.

Ms. Pabón stated at the time of the posting of this agenda SERC only had Clark LEPC's grant application, but since has received grant applications from Washoe and Douglas LEPCs.

Ms. Pabón advised she would also like to request funding for travel to the April 2012 NASTTPO Conference.

Ms. Pabón stated this is the 2012 HMEP grant and, in making contingency notes, she did not consider the fact that some of these LEPCs are out of compliance for 2013 grants based on the Planning and Training Subcommittee review from the January 31 submissions.

Ms. Pabón stated grant awards were approved for Clark and Douglas LEPCs at the October meeting with 90 days to meet the contingencies. These contingencies were not met within the 90 days, and the funds were deobligated.

Ms. Pabón advised based on direction from the SERC Co-chairs, SERC is holding \$40,000 from the HMEP grant along with \$20,000 from FEMA to fund the 2012 FireShowsReno Conference (FSR). Ms. Pabón added she was able to get the 2012 grant extended with the United States Department of Transportation (USDOT) to cover the FSR and, if applicable, the Hot Zone Conference. Based on current grant obligations, there is now \$61,000 remaining in each of planning and training categories of the HMEP grant.

Ms. Pabón stated February 17, USDOT published a new guidance on the HMEP grant which states basically which expenses are eligible and which are ineligible. This new HMEP guidance will soon be posted on the SERC website. One item to note is USDOT now generally considers a conference as a planning activity rather than training. If the conference is hands on, it could be considered training, but most will be considered to be a planning expense. Mr. Brenner stated he believes this is good. Ms. Pabón agreed with Mr. Brenner. SERC usually has an excess of planning funds.

Ms. Pabón advised the eligible planning list includes: NASTTPO Conference; Hot Zone; International Hazmat Conference; and Hazmat/LEPC Regional Conference, which Ms. Pabón believes FSR and Continuing Challenge would fall under. Also listed under the eligible planning list items are the hazmat challenge, regional hazmat workshop/training/conferences and annual hazmat workshops.

*Clark LEPC* – Ms. Pabón advised Clark LEPC's HMEP mid-cycle grant application is for the International Hazmat Response Team Conference in Maryland in May 2012 and some first receiver training for the local hospitals. Both of these items were approved in previous grant applications. Clark LEPC did not reapply for the funding that was

previously approved for a commodity flow study. Ms. Pabón stated the application is sufficient requiring a contingency for signature of the LEPC Chair on the Certified Assurance and signature of the governing body on both the application and Certified Assurances and subject to approval of USDOT.

Mr. Helmreich stated there were references from DQE and the New Environment, but the decision was to go through the DQE proposal. Ms. Pabón advised pursuant to policy LEPCs need to submit two quotes. There is a justification for DQE included.

Mr. Helmreich made a motion to approve Clark LEPC's HMEP mid-cycle grant request of \$29,960. Ms. Crowley seconded the motion. A discussion ensued.

Mr. Helmreich amended his motion to include the approval was contingent on submission of signatures on the grant application and Certified Assurance. Ms. Crowley seconded the motion which was approved unanimously.

*Douglas LEPC* – Ms. Pabón advised Douglas LEPC requested funding for the Incident Tactical Accountability Command (ITAC) competency clinic featuring integrated tactical accountability. In addition, the LEPC is requesting to send personnel to Continuing Challenge in Sacramento, CA. The ITAC was approved in November 2011 for twice the cost with contingencies which were not met. The application does not quite follow the application template that SERC provided. A contingency on this grant application would be submission of LEPC minutes approving the Continuing Challenge portion of this grant request.

Ms. Pabón pointed out the goals section of the grant application to the members. The application requires goals of what will be accomplished with the grant funds, not the overall goals of the LEPC.

Ms. Pabón stated the first item under the goals section the LEPC notes its goals are in support of the 2011 Homeland Security Strategy #4. This is a federal grant that is not eligible funding for homeland security, Weapons of Mass Destruction (WMD), or anything terrorism related.

Dave Fogerson stated the LEPC was trying to write these goals to apply to all of its grants, rather than have a few grant specific goals. Mr. Brenner discussed the proper format of the application with Mr. Fogerson.

Ms. Pabón advised Douglas LEPC has the Objective #1 'when' listed as Spring 2011 and Objective #2 does not include a 'when'. Mr. Brenner recommended in Objective #2, the LEPC list just the conference date.

A discussion ensued regarding the training and planning funds and which items fall under training or planning. Ms. Pabón advised the notification of the new HMEP grant application guidance from USDOT came after her notice of available planning and training funds was sent to the LEPCs. Ms. Pabón stated it does not matter to the LEPC which category the funds come from.

Ms. Pabón advised pursuant to policy, two quotes are required when a LEPC applies for a consultant/contractor. Mr. Brenner advised for Douglas LEPC only one quote was submitted. Ms. Pabón explained Douglas LEPC submitted one quote and a sole source request. There is no justification this is a sole source as it does not include an explanation of it being a proprietary or copyrighted program, or the LEPC has attempted to find other sources to provide this training, etc. A discussion ensued. Mr. Brenner asked Mr. Fogerson if Douglas LEPC has ever used this vendor before. Mr. Fogerson advised they had and it was explained in their letter. Mr. Fogerson stated part of the reason it is a sole source is that it is a proprietary system. Douglas LEPC brought this vendor in through East Fork Fire and Paramedic's budget for the quad counties three years ago. The LEPC is trying to get the vendor back for refresher and train-the-trainer courses. Ms. Pabón advised Mr. Fogerson needs to add the fact this is a proprietary system to the sole source justification. Mr. Helmreich stated he could see why the LEPC would want to use the same vendor as they did previously.

Mr. Helmreich made a motion to approve Douglas LEPC's HMEP mid-cycle grant request of \$15,749 contingent on modifications to the grant application particularly in the goal section, deleting any reference to the homeland security strategy, and modifying wording regarding the goals and objectives to become more specific relative to the timing of the training events. In addition, the LEPC needs to submit minutes approving the Continuing Challenge request, and modify wording to justify this vendor as a sole source supplier in light of the proprietary system they have and the use of this contractor three years ago. Ms. Crowley seconded the motion which was approved unanimously.

*Washoe LEPC* – Ms. Pabón advised Washoe LEPC's HMEP mid-cycle grant request was to send 21 people to Continuing Challenge. The application is sufficient with the contingency of submission of LEPC minutes approving the application. Cathy Ludwig stated final approval will be at an April 19 meeting.

Ms. Crowley made a motion to approve Washoe LEPC's HMEP mid-cycle grant request of \$17,831 with the contingency of submission of LEPC minutes approving the grant application. Mr. Helmreich seconded the motion which was approved unanimously.

*SERC* – Ms. Pabón advised funds are allowed and supported under this grant for two SERC personnel to attend the NASTTPO Conference. These funds will be used to send Mr. Brenner and cover partial travel cost for Ms. Pabón. Ms. Pabón is requesting \$4,000 for the travel expenses. The conference is in April 2012 in Florida. This conference is specifically valuable to Ms. Pabón due to all the changes in the HMEP grant and USDOT will be there to provide grant guidance. In addition, NASTTPO is providing a peer review of HMEP grant applications. The cost is approximately \$2,200 per person. SERC staff is already budgeted \$1,500 from the highway fund for out-of-state travel.

Ms. Crowley made a motion to approve \$4,000 in allocation funds for one SERC staff and Mr. Brenner to attend the April 2012 NASTTPO Conference in Florida. Mr. Helmreich seconded the motion which was approved unanimously.

## **6. PUBLIC COMMENT**

Mr. Brenner asked for public comment. There was none.

**7. ADJOURNMENT**

Ms. Crowley made a motion to adjourn the meeting at 9:42 a.m.