

Washoe Local Emergency Planning Committee
Grants & Finance Subcommittee Meeting

MINUTES

Wednesday ~ November 20, 2013 ~ 9:00 A.M.

**REGIONAL EMERGENCY OPERATIONS CENTER
5195 SPECTRUM BOULEVARD, RENO, NEVADA**

1. CALL TO ORDER AND ROLL CALL (Non-action item)

Vice-chair Moore called the meeting to order at 9:00 a.m. A quorum was established.

PRESENT: Aaron Kenneston – Washoe County Emergency Management; Eric Millette – Sparks Fire Department; Tracy Moore – Washoe County School District; Joe Nishikida – Reno Fire Department; Mitch Nowicki – Regional Emergency Medical Services Authority; Tim O’Connor – Washoe County Sheriff’s Office; Tim Leighton – Truckee Meadows Fire protection District and Chris Magenheimer – North Lake Fire Protection District, joined the meeting at 9:02 a.m.

ABSENT: Brian Allen – Sparks Police Department; Bruce Hicks – North Lake Tahoe Fire Protection District; Teresa Long – Washoe County Health District; Chet Malewski – Truckee Meadows Water Authority; Tim Spencer – Reno Fire Department; and Eileen Stickney – Washoe County Health District.

A Deputy District Attorney was not present at this meeting.

Tim Leighton and Chris Magenheimer joined the meeting at 9:02 a.m.

2. PUBLIC COMMENTS (Non-action item)

There were no public comments.

3. GRANT APPLICATION APPROVAL (For possible action) – *Review and approval by the LEPC (Local Emergency Planning Committee) Grants and Finance Subcommittee membership for the 2014 U.S. Department of Transportation (USDOT), Hazardous Materials Emergency Preparedness (HMEP) Mid-Cycle Training Grant submissions from LEPC disciplines for application submittal to the State Emergency Response Commission (SERC).*

Vice-chair Moore opened the agenda item and drew attention to the grant application information provided.

Cathy Ludwig – Grants Coordinator, commented that she would bring the following recommendations to the LEPC (Local Emergency Planning Committee) General Membership meeting on December 19, 2013. Ms. Ludwig outlined her concerns about late submittals

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and/or incomplete requests received after the deadline and pointed out that such applications would not be accepted in the future.

Andy Koski – Sparks Fire Department joined the meeting at 9:04 a.m.

Ms. Ludwig emphasized the need to have two (2) competitive bids and confirmation from the State Fire Marshall's Office or DEM (Division of Emergency Management) stating that the training could not be offered. Ms. Ludwig noted that if member agencies encounter difficulty in securing such correspondence from either agency that she be contacted for assistance. Ms. Ludwig then outlined the mandatory documentation needed for sole source applications that must be justified, in detail, the how and why the sole source vendor was being selected and being used along with cost justifications. Ms. Ludwig then emphasized the need to have sub-grants acceptance and signatures and emphasized that costs incurred before the acceptance and receipt if the signed document could not be reimbursed. Drawing attention to the terms and conditions of sub-grants, which must be accepted and approved by the recipient's governing/elected body, Ms. Ludwig explained that having a direct contact with the individuals providing oversight of the sub-grant is vital in the event there are issues or questions. Additionally, one of the conditions of a sub-grant is the mandatory quarterly reporting; Ms. Ludwig pointed out that quarterly reports are required even when there has been no expenditure during the quarter. A failure to remit the quarterly reports negates Ms. Ludwig's ability to complete the necessary reporting to SERC and remain compliant. Ms. Ludwig noted the need to expend grant funds to avoid having to de-obligate funds. Ms. Ludwig explained that grant funds are not expended for a variety of reasons, including costs savings and cancellation of certain training programs. Ms. Ludwig outlined the need to better articulate the goals and scope of each grant application as it relates to the type of grant being applied for. Ms. Ludwig also noted that in addition to certain state requirements for sole-sourcing, Washoe County also has specific criteria that must be met. Therefore, it is crucial that the application include sufficient detail to address the intent of the grant being applied for (e.g., training, equipment, hazardous materials or terrorism). Ms. Ludwig pointed out that the signed sub-grant contracts and quarterly reports had not been received from the City of Reno for the MiniRAE and other equipment, which if purchased before the signed date on the contract would not be reimbursed. It is Ms. Ludwig understanding that the Reno City Council must accept the sub-grant, which she has not yet been able to verify.

Eric Millette and Joe Nishikida will research the issues identified by Ms. Ludwig.

Ms. Ludwig then turned to the grant applications submitted and noted that Dave Hunkup representing the RSIC (Reno Sparks Indian Colony) was unable to attend today's (November 20, 2013) meeting due to a family emergency. Ms. Ludwig noted that up to \$66,000.00 in grant funds may be available statewide and pointed out that grants are accepted on a first come first served basis.

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Ms. Ludwig then outlined the RSIC request seeking \$4,304.00 for HAZ-WOPER (Hazardous Waste Operations and Emergency Response Standard) training. Ms. Ludwig noted that RSIC had recently brought in an outside vendor to remediate a hazardous materials spill on RSIC land. The intent is to provide additional training to Tribal personnel to avoid the use of outside vendors in the future where possible.

Joe Nishikida commented that while he is supportive of the request, he does have some concerns about the level of training envisioned. It is his hope that the training being sought is for operations.

During the discussion it was noted that it appears that the training being sought is more for awareness rather than clean-up, which it thought to require more than 40-hours of training. Other discussion expressed support for even baseline training. It was pointed out that the application met all requirements, including all necessary documentation.

Vice-chair Moore noted that the intent is to recommend a prioritized list to the LEPC (Local Emergency Planning Committee) General Membership.

Joe Nishikida outlined the grant request to provide a regional two (2) day course on toxicological and medical issues. The program is operated by the University of Arizona and is internationally recognized and accredited. A third day of train the trainer training will be held for two (2) individuals who will then be certified in the field. Mr. Nishikida noted that the only other source of training was the National Fire Academy, who limits training to not more than two (2) individuals per state. The National Fire Academy training is a 2-week course that is offered three (3) times per year.

Ms. Ludwig emphasized the need to provide additional information to fully explain why the sole source vendor along with the reasonableness of the cost.

Mr. Nishikida noted that this group had been selected as the sole source as it is a great program that can be done on a regional basis in a local setting. The cost per student for this training is \pm \$335.00 per student compared to \pm \$500.00 per day for the National Fire Academy. Mr. Nishikida commented that there had been conference at the Reno Fire Shows and other training programs provided by this particular vendor and that this particular training would provide national certification. Mr. Nishikida explained that this program is very similar to programs offered by the American Heart Association where the training is provided with other vendors providing the program resources. Mr. Nishikida explained that the Triad would accept the grant money and submit the paid invoice to Ms. Ludwig for reimbursement.

During the discussion it was noted that this program would provide training for first responders exposed to various chemicals with appropriate medical treatments for those affected during a hazardous materials incident. It was noted that the University of Arizona does not specifically provide the training but rather provides expertise and contact for

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trainers, assistant trained and required materials for the training. Thus far, it has not been possible to secure the necessary quotes for the training program. Other discussion noted that the region would be able to choose from a number of instructors and assistant instructors from a list of contact provided by the vendor. Discussion then noted that individuals attending the trainings would be certified and that those certifications could be provided as support materials for the grant. It was explained that the University of Arizona developed the program and that fees are based on a variety of factors including, but not limited to the medical certifications, other credentials and level of expertise each individual provides to the program.

Discussion then focused on the need to provide more precise documentation of costs and reasoning for selection of a sole provider in order to submit the grant application.

Ms. Ludwig stated that all outstanding and required documentation must be submitted to her no later than 5:00 p.m., Friday, November 22, 2013.

Mr. Nishikida stated that should he and Mr. Millette be unable to fulfill the documentation requirements the application would be withdrawn to avoid any detrimental impacts to the region.

Other discussion suggested that supporting documentation be developed using information available on the website.

Vice-chair Moore requested that should the Triad application move forward that Triad representatives attend the SERC hearing to address any concerns or issues that may arise.

Michelle Gitmed – Reno Police, provided an overview of the request noting that the Nevada Department of Homeland Security has provided training and that and that this particular vendor is the only provider of this particular type of training for security and emergency response.

Ms. Ludwig noted that this particular grant specifically excludes WMD (Weapons of Mass Destruction)

Mr. Millette stated that he had attended one of the training programs and found it very informative.

Kevin McMillin – Reno Police Department, explained that the training will enable responding officer to gain access to the site to gather critical evidence. Officer Kevin pointed out that the collection of appropriate evidence can be used to prohibit repeat offenders from being allowed to transport hazards materials through the region.

Ms. Gitmed state she would provide additional information as requested earlier and remove all mention of WMD in the application as well.

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Ms. Ludwig expressed her appreciation to Ms. Gitmed for providing the information requested.

It was moved by Tracy Moore, seconded by Eric Millette, to recommend that the Washoe LEPC (Local Emergency Planning Committee) approve the grant requests in the following priority order: 1) Reno Police Department Highway Emergency in the amount of \$6,404.50 and Mass Transit in the amount of \$6404.50 (total \$12,809.00); RSIC (Reno Sparks Indian Colony) HAZ-WOPER (Hazardous Waste Operations and Emergency Response Standard) in the amount of \$4,304.00; and TRIAD, pending receipt of required information detailed above in the amount of \$42,338.00.

TRIAD documentation due not later than 5:00 p.m., Friday, November 22, 2013.

MOTION CARRIED.

4. PUBLIC COMMENT (Non-action item)

There were no public comments.

5. ADJOURNMENT (Non-action Item)

Vice-Chair Moore adjourned the meeting at 9:54 a.m.