

1001 S. Valley View Blvd. • Las Vegas, NV 89153

January 19, 2010

Dear NvWARN Member,

Minutes from the January 7, 2010 meeting are as follows:

- Chair Kirk Medina opened the meeting by welcoming all NvWARN members present in the room and on the conference call. There were 15 members in the meeting room and another five participating by conference. Introductions of all members took place. The posted agenda was generally followed and the following minutes reflect the conversations and comments of the members.
 - October Meeting minutes reviewed and approved. They were also used as key discussion points for the current status of NvWarn
 - Nevada Rural Water Association grant information was shared by Dan Tarnowski, NRWA Circuit Rider
 - Two temporary employees have been hired to work with at least 25 agencies in reviewing and improving existing Emergency Response Plans
 - Table Top Exercises have been conducted with many of the agencies
- Dan shared with the group an EPA Small System Document. A link to the document provided by Safe Drinking Water Bureau Chief Jennifer Carr is: http://www.epa.gov/safewater/watersecurity/pubs/fs_watersecurity_warn_small_systems.pdf
- Prospective new member discussion was led by Co-Chair Mike Arizitia. Marketing avenues under consideration include:
 - Obtaining Public Water and Wastewater systems lists from Nevada Department of Environmental Protection and making phone calls and mailers
 - Participation at conferences including the upcoming NRWA conference
 - Goal is to create interest in becoming a member agency
 - Dan briefed on his attendance at the National Rural Water Conference. He attended training to become a Certified Train the Trainer for emergency responses. Part of this included attending a briefing by Federal Emergency Management Agency (FEMA) on a free software program soon to be released. The program will contain all the FEMA forms and other information to assist in capturing costs and applying for reimbursement. Dan also briefed on the discussion at national levels about a standardized identification card to use in emergencies. Details are still in development
 - Our next meeting is scheduled at the CA/NV AWWA meeting in Hollywood CA. It was questioned if the meeting would be broadcast or be available by conference call. It is intended to be available by conference call at this time
 - Elaine Houser, Clark County Water Reclamation District, questioned if other seminars at AWWA or Tri-State conferences could be broadcast as current

funding for travel is not available. Steve Gay, North Las Vegas, responded it may be possible but the limitations of the conference site or the costs involved may be prohibitive.

- Resource Typing was covered by Kirk with instructions for those calling in to use their computer if they were at a desk. Kirk provided a quick overview of the entire website and then opened the Resource Typing spreadsheets on the system at this time. He encouraged everyone to provide their information to Mike, Secretary Steve Anderson, or him and it would be added to the website
 - Elaine suggested if the utility has access to other resources they should be included. The example was she may have access to a variety of County Public Works equipment items and if listed, requesting agencies would be able to ask. Another example to support this was the need for equipment trailers or flat bed trucks to transport backhoes and other large units to a disaster response area
 - Steve Gay suggested combining the individual spreadsheets into one Resource Typing document with a separate tab for each member agency. This would improve search functions and make the process simpler
 - Dan indicated it was important to consider standardized electrical generator plugs and connectors
 - It was mentioned this might be an area to expand in the by-laws so each agency could provide this information if practical for their area
 - Kirk also conducted a review of the Professional Crews identification process and encouraged every member agency to review the current requirements and send in their capabilities. Kirk indicated he would work on a simplified document to help in this process

- Emergency Contact information was covered by Secretary Steve. The goal is to identify three contact staff for each member agency to assure contact when necessary. A spreadsheet was included with the meeting announcement and a few have been returned. If you haven't returned yours please do so by email, phone call, FAX, or any method practical and Steve will update the spreadsheet

- By-Law changes were covered by Kirk. The By-Laws currently on the website were not the most current but were useful for discussion purposes. Proposed changes were:
 - Article III, Section 4 – Notice of Meetings. Remove the reference to Nevada Open Meeting Law. It was decided this would be researched to verify it should be removed. If possible to remove, it will be included on the next Agenda for all members to be aware of and vote on
 - Article IV, Section 9 – Resignation, Termination, and Absences. Change three-fourths vote of membership to simple majority. It was decided to include this on the next Agenda for all members to be aware of and vote on
 - Article V, Section 1 – Amendments. Change two-thirds majority to simple majority. This was moved, voted on and approved
 - The change to Article V and previous changes will be made to the By-Laws along with previous changes and they will be posted to the website

- The National Exercise scheduled for Las Vegas in May has been canceled. No information was available on a replacement exercise type or location.

- Open Discussion
 - Kirk reviewed the Operation Plan as posted and is seeking ideas on the NvWARN Activation process. His thoughts include an “activation button” along with possible links to the National Warn site
 - Concerning NvWARN activation, Nevada Rural Water Association (NRWA) is a voting member of NvWARN. NRWA members can contact their Circuit Rider or other NRWA officer to request emergency assistance. NRWA, as a NvWARN member, can activate the WARN process by contacting another NvWARN member or by contacting another NRWA member who may be able to provide assistance. The role of NvWARN is not to override or circumvent any interlocal agreements a utility may have based on geographic location to neighboring utilities
 - John Morrison of Silver Shield indicated the First Response tool might work to activate NvWARN
 - Elaine suggested a “reverse 911” call system might be useful too
 - Jennifer reminded us there is an NDEP 24-hour contact desk and they would also be able to participate
 - Elaine demonstrated the use of jump drives containing Mitigation, Preparedness, Response, and Recovery information and how providing these to key staff could be useful in an emergency situation
 - Christine Herndon, Herndon Solutions, indicated there are new FEMA Forms in development and her group has provided input
 - Jennifer stated the NDEP Drinking Water Operator’s Forum and other NDEP sponsored website contain valuable information for daily operations and emergency situations
 - John provided a demonstration of the Silver Shield Critical Infrastructure First Responder software for those who did not see it at the last meeting

- Next meeting will be a joint meeting date and time will be during the CA/NV AWWA Conference currently scheduled for the Spring of 2010 in Hollywood CA

- Meeting adjourned at 11:20 am

Sincerely



Kirk Medina
NVWARN Chair
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