CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF THE MEETING OF THE
LOCAL EMERGENCY PLANNING COMMITTEE

Day: Tuesday
Date: June 2, 2026
Time: Beginning at 1:30 pm
Location: Carson City EOC
3645 Butti Way
Carson City, Nevada

AGENDA

NOTICE TO THE PUBLIC:

The public may provide public comment in advance of a meeting by written submission to the following email address: crunyon@carsoncity.gov. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting. Public comment during a meeting is limited to three minutes for each speaker.

Revised* Agenda

1. Call to Order

2. Roll Call and Determination of a Quorum

3. Public Comment**

The public is invited at this time to provide comment on any topic that relates to a matter over which this public body has supervision, control, jurisdiction or advisory power, including any such matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised during this period for public comment.

4. For Possible Action: Approval of Minutes

4.a March 3, 2026
Click Here for Staff Report

5. For Possible Action:

5.a For Possible Action: Discussion and possible action regarding replacing Ernie Evans from The Salvation Army Carson City Corps with Jim Rich of American Red Cross of Northern Nevada as the principal Community Group Representative member to the Local Emergency Planning Committee ("LEPC") and replacing Sara Evans from The Salvation Army Carson City Corps with Mark Berch of American Red Cross of Northern Nevada as the alternate Community Group Representative member to the LEPC.
Click Here for Staff Report

6. For Possible Action:

6.a For Possible Action: Discussion and possible action regarding replacing Dave Yohey from Chromalloy Nevada with Christopher Walsh from Click Bond as the principal EPCRA Facility Representative member to the Local Emergency Planning Committee ("LEPC") and adding Carsten Seidel from Click Bond as the alternate EPCRA Facility Representative member to the LEPC.
Click Here for Staff Report

7. For Possible Action:

7.a For Possible Action: Discussion and possible action regarding a fiscal year 2027 application to the State Emergency Response Commission for a Operations, Planning, Training, and Equipment Grant seeking up to $25,102 in grant funding for hazmat training, equipment, and operations.
Click Here for Staff Report

8. For Possible Action:

8.a For Possible Action: Discussion and possible action regarding a fiscal year 2027 application to the State Emergency Response Commission for the United We Stand Grant, seeking up to $31,514 in grant funds to purchase ballistic helmets for the Carson City Sheriff's Office. (James Boggan, jboggan@carson.org)
Click Here for Staff Report

9. For Discussion Only: Next Meeting Date: September 1, 2026

10. For Discussion Only:

10.a For Discussion Only: Discussion and presentation regarding the development of an Emergency Management Ambassador Program.
Click Here for Staff Report

11. For Discussion Only:

11.a For Discussion Only: Reports of Committee Members.
Click Here for Staff Report

12. Public Comment**
The public is invited at this time to provide comment on any topic that relates to a matter over which this public body has supervision, control, jurisdiction or advisory power, including any such matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised during this period for public comment.

13. For Possible Action: To adjourn

***This agenda notice has been revised to include a new Item 7a and 8a and replaces the previous agenda notice. Revised language is reflected in red. This revised agenda notice has been reposted in accordance with the Open Meeting Law prior to the commencement of the 3-day minimum noticing period.**

**PUBLIC COMMENT LIMITATIONS – LEPC will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. No action

may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. Public comment will be limited to three minutes per speaker to facilitate the efficient conduct of a meeting and to provide reasonable opportunity for comment from all members of the public who wish to speak. Testimony from a person who is directly involved with an item, such as City staff, an applicant or a party to an administrative hearing or appeal, is not considered public comment and is not subject to the three-minute time limitation.

Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, including copies of the supporting material regarding any of the items listed on the agenda, please contact Christy Runyon in writing at 777 S. Stewart Street Carson City, NV , 89701 or crunyon@carsoncity.gov or by phone at (775) 887-2210. You are encouraged to attend this meeting and participate by commenting on any agendized item.

Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the LEPC staff in writing at 777 S. Stewart Street, Carson City, NV, 89701 or crunyon@carsoncity.gov, or by calling 775-887-2210 at least 24 hours in advance of the meeting.

This agenda and backup information are available on the City's website at www.carsoncity.gov/granicus and at the Carson City Fire Department located at 777 S. Stewart St., Carson City, Nevada 89701. This notice has been posted at the following locations: Carson City Fire Station No. 51, 777 S. Stewart Street, www.carsoncity.gov/granicus, http://notice.nv.gov

STAFF REPORT

Report To: **Meeting Date:** June 2, 2026

Staff Contact:

Agenda Title: March 3, 2026

Agenda Action: Formal Action / Motion **Time Requested:**

Proposed Motion
I move to approve the minutes for the March 3, 2026, meeting.

Board's Strategic Goal

Previous Action

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation

Financial Information
Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Attachment(s):
LEPC DRAFT Minutes 03.03.2026.pdf

Motion: _____ 1) _____ Aye/Nay
2) _____ _____
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_____
(Vote Recorded By)

MINUTES

of the Meeting of the

Carson City

LOCAL EMERGENCY PLANNING COMMITTEE

March 3, 2026

The Carson City Local Emergency Planning Committee held a public meeting on March 3, 2026, beginning at 1:30 p.m. in the meeting room of the Emergency Operating Center, 3645 Butti Way, Carson City.

1. Call to Order

The meeting was called to order by Chair, Jon Bakkedahl at 1:30 pm

2. Roll Call and Determination of a Quorum

Voting members present were Jon Bakkedahl, Kevin Nyberg, Ann Cyr, Andy Hummel, Ken Furlong, James Freed, P.K. O'Neill, Matt Williams, and Jerome Tushbant.

Absent voting members were Ernie Evans, Dave Yohey, Rick Cooley, and Sandy Wartgow.

Also present were Adam Tully (Carson City District Attorney's Office), Jim Rich (American Red Cross), Mark Berch (American Red Cross), Serge Duarte (Carson City CERT), Michelle Monto (Carson City CERT), Scott Hoen (Clerk Recorder), Jeanne Freeman (CCHHS), Dawn Johnson (NWS), Alexis Philippi (Executive Office), Philip Troy (92nd CST) and Joe Lamprecht (92nd CST).

Steve Funk and DT Allen arrived late at 1:38

3. Public Comment**

No comments were made at this time.

4. For Possible Action: Approval of Minutes – December 2, 2025

It was moved by Andy Hummel and seconded by James Freed, with all ayes in favor. Motion passes unanimously to approve the December 2, 2025 LEPC meeting minutes.

DRAFT

5. **For Possible Action: For Possible Action: Discussion and possible action regarding replacing Jessica Brenner from the Carson City Department of Health and Human Services (“CCHHS”) with Jeanne Freeman of CCHHS as the principal Health Representative member to the Local Emergency Planning Committee ("LEPC").**

It was moved by Ken Furlong and seconded by Ann Cyr, with all ayes in favor that Jeanne Freeman be the principal Health Representative of the LEPC. Motion passes unanimously.

6. **For Possible Action: Discussion and possible action regarding the appointment of Steve Funk from Carson City Community Radio as the principal Broadcast or Print Media Representative Member to the Local Emergency Planning Committee ("LEPC")**

It was moved by Kevin Nyberg and seconded by Jeanne Freeman, with all ayes in favor, that Steve Funk from the Carson City Community Radio be the principal Broadcast or Print Media Representative to the LEPC. Motion passes unanimously.

7. **For Discussion Only: Discussion and presentation on activities associated with the Citizen Corps Council Initiatives. (Serge Duarte and Jerome Tushbant).**

Serge Duarte reported on the following Carson City Emergency Response Team (CERT) activity.

Since the last LEPC meeting in December 2025, Carson City CERT has:

- Attended the Mass Fatalities Incident Response Course on February 2
- Supported CCFD EMS testing by acting as medical victims on February 3
- Supported CCSO SWAT by acting as role players during SWAT training on February 11
- Partnered with CCSO volunteers by attending Child Passenger Safety Certification training, which will be used to conduct safety inspections of car seats for the community
- Facilitated American Red Cross emergency evacuation shelter training for Carson City employees on March 4
- During the next quarter, Carson City CERT will:
- Conduct a CERT Basic Training academy for community members starting March 12
- Provide large animal shelter training on March 18
- Support and participate in D4H Incident Support Model training on March 20
- Participate in Wildfire Awareness training provided by UNR on April 22

Ken Furlong suggests that CERT team up with the Ron Wood Center for the Child Passenger Safety Certification. There is an entire unit doing Child Passenger Safety.

DRAFT

It is reiterated that the CERT academy resumes on March 12.

Undersheriff Jerome Tushbant thanks Serge and the CERT team for their integration with the volunteers, and notes that their teamwork was great. Numbers for 2025.

In 2025, VIPS performed 7,072 activities, totaling 22,128 hours of service. 14,068 hours in hours of service so far for 2026.

8. For Discussion Only: Discussion and presentation from the Nevada National Guard, 92nd Civil Support Team regarding its capabilities to support Carson City, the region, and the state with chemical, biological, radiological, nuclear, and explosive response.

The Civil Support Team presents a PowerPoint presentation covering who the team is, its core mission, and an overview. Capabilities were also discussed, with specialized skills and equipment highlighted. Past missions, benefits, and limitations, and how to request support were covered. Acting Chief Kevin Nyberg states that the Civil Support Team has assisted the fire department on occasion, finds them very helpful, and thanks them for their support.

9. For Discussion Only: Next Meeting Date: June 2, 2026

10. Public Comment**

- Acting Fire Chief Kevin Nyberg has no updates for the fire department.
- Jeanne Freeman of Carson City Health and Human Services states that they are teaming up with Emergency Managers in the Clark County region to build out MCI trailers, using state grant dollars to support the effort. They will also collaborate with Emergency Managers to review the Family Assistance Center Plan to run full-scale exercises next fiscal year. There is a new Northern Regional Behavioral Health Policy Coordinator, Madilyn Larson. She will serve Douglas, Lyon, Carson, Storey, and Churchill County. There are plans to have models ready to share with schools regarding measles outbreaks. State report cards on immunizations provide information on immunization rates across different jurisdictions. There will be a modeling resource used that shows, based on immunization rates in that jurisdiction and the number of people who potentially have measles, what the spike will look like and how it will affect the schools. If individuals are unvaccinated, they will remain out of school for a minimum of 21 days. If exposed again and are still unvaccinated, it will be another 21 days. Jeanne explains the severity of measles and what the disease can do to the city. Whooping cough and pertussis are on the rise in Carson City. Being up to date on vaccines is important, if that is what the individual chooses.

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- American Red Cross does not have anything to update.
- Ann Cyr states there have been several tabletop exercises with different types of scenarios. The week prior, a grant was awarded to replace the surveillance system of all of Carson City school buses. The new system is a cloud-based system that provides real-time data. The Sheriff's Office will have immediate access to cameras in case of emergencies. This is being installed over spring break. A grant application is staged and ready to apply for the Department of Justice SPPP Grant. Signal boosters are to be installed once funding has been approved.
- Andy Hummel states there are no updates to give at this time.
- Steve Funk states Joe McCarthy sends his thanks for the LEPC and the relationships built
- P.K. O'Neill states there are no updates to give at this time
- Matthew Williams states there are no updates to give at this time
- Jerome Tushbant from the Sheriff's Office states that drone deployments as first responders have occurred. They can reach 95% of calls in about two to three minutes. They have been successful in being deployed to burglaries, hit and runs, etc. The only downside to the drones is that they can only be used when a pilot is present. There is currently one full-time person, but when they are off, the drones cannot be flown. Privacy is an issue, so when drones are flying, the camera is facing up. CAD replacement is under way, with Tyler Technology from Tiburon. There are complexities at play, and June is go-live date. Community wellness is a concern with the Sheriff's Office. This year is on track to have record breaking suicide rates. Official numbers are not released, but the upward trend is significant, with these people not reaching the M.O.S.T team and are not on the radar. The ones who are in touch with the M.O.S.T team have been successful in not committing suicide.
- DT Allen from state health states that under the Nevada Health Authority, the Rural Health Transformation Program was awarded $108 million for health access, behavioral health, and transportation in Nevada.
- Dawn Johnson from the National Weather Service provides an update on local recent weather and potential weather issues such as flooding.
- Jim Freed from Carson Tahoe Hospital states a risk assessment have taken place and identified cyber-attacks as being the number one risk. Batteries have all been replaced for handheld radios.

11. For Possible Action: To adjourn

Steve Funk motions to adjourn the meeting, seconded by Ann Cyr. All in favor to adjourn meeting at 2:33 pm.

Recorder: Christy Runyon

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DRAFT

STAFF REPORT

Report To: Local Emergency Planning Committee **Meeting Date:** June 2, 2026

Staff Contact: Jon Bakkedahl, Emergency Manager

Agenda Title: For Possible Action: Discussion and possible action regarding replacing Ernie Evans from The Salvation Army Carson City Corps with Jim Rich of American Red Cross of Northern Nevada as the principal Community Group Representative member to the Local Emergency Planning Committee ("LEPC") and replacing Sara Evans from The Salvation Army Carson City Corps with Mark Berch of American Red Cross of Northern Nevada as the alternate Community Group Representative member to the LEPC.

Agenda Action: Formal Action / Motion **Time Requested:** 5 minutes

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Proposed Motion
I move to appoint Jim Rich as the principal Community Group Representative member to the LEPC and Mark Berch as the alternate Community Group Representative member to the LEPC.

Board's Strategic Goal
Efficient Government

Previous Action
N/A

Background/Issues & Analysis
Ernie Evans, of The Salvation Army Carson City Corps, is the current principal Community Group Representative member to the LEPC. The Carson City Emergency Manager has requested that Jim Rich of the American Red Cross of Northern Nevada serve as the principal Community Group Representative to the LEPC.

Sara Evans, of The Salvation Army Carson City Corps, is the current alternate Community Group Representative member to the LEPC. The Carson City Emergency Manager has requested that Mark Berch of the American Red Cross of Northern Nevada serve as the alternate Community Group Representative to the LEPC.

Applicable Statute, Code, Policy, Rule or Regulation
N/A

Financial Information
Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Attachment(s):
Proposed LEPC Membership 2026 0602 LEPC Meeting.pdf

Motion: _____ 1) _____ Aye/Nay
2) _____ _____
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_____
(Vote Recorded By)

CARSON CITY
LOCAL EMERGENCY PLANNING COMMITTEE
(LEPC)

PROPOSED MEMBERSHIP LIST
2026

Voting Members:

Civil Defense/Emergency Management Representative(s)		
LEPC Chair		
Jon Bakkedahl Emergency Manager Carson City Fire Department 777 S. Stewart Street Carson City, NV 89701	283-7820 (Office) 722-9760 (Cell) 887-2209 (Fax) jbakkedahl@carsoncity.gov	Principal Member
Firefighting Representative(s)		
Alternate Chair		
Kevin Nyberg, Acting Fire Chief Carson City Fire Department 777 S. Stewart Street Carson City, NV 89701	283-7741 (Office) 685-3685 (Cell) 887-2209 (Fax) knyberg@carsoncity.gov	Principal Member
Health Representative(s)		
Jeanne Freeman Carson City Health & Human Services 900 E. Long Street Carson City, NV 89706	283-7217 (Office) 887-2248 (Fax) jmfreeman@carsoncity.gov	Principal Member
Teneale Chapton Carson City Health & Human Services 900 E. Long Street Carson City, NV 89706	283-7224 (Office) 887-2248 (Fax) tchapton@carsoncity.gov	Alternative Member
Community Group Representative(s)		
Jim Rich, Disaster Action Team American Red Cross of Northern Nevada 4750 Longley Lane Suite 101 Reno, NV 8950	771-3501 (Cell) jim.rich2@redcross.org	Principal Member
Mark Berch, Disaster Action Team American Red Cross of Northern Nevada 4750 Longley Lane Suite 101 Reno, NV 8950	550-3746 (Cell) mark.berch@redcross.org	Alternative Member

School District Representative(s)

Ann Cyr, Risk Manager Carson City School District 1402 W. King Street Carson City, NV 89703	283-2006 (Office) 342-3234 (Cell) acyr@carson.k12.nv.us	Principal Member
Robert Simpson, Security Technician Carson City School District 1402 W. King St. Carson City, NV 89703	283-2061 Ext 2061 (Office) rsimpson@carson.k12.nv.us	Alternative Member

Elected Local Official Representative(s)

Ken Furlong, Sheriff Carson City Sheriff's Office 911 E. Musser. Street Carson City, NV 89701	283-7800 (Office) 722-5856 (Cell) 887-2026 (Fax) kfurlong@carsoncity.gov	Principal Member
[TBD]		Alternative Member

Local Environmental Representative(s)

Andy Hummel Wastewater Utility Manager Carson City Public Works 3505 Butti Way Carson City, NV 89701	283-7357 (Office) ahummel@carsoncity.gov	Principal Member
Mark Irwin Landfill Supervisor Carson City Public Works 3505 Butti Way Carson City, NV 89701	283-7447 (Office) mirwin@carsoncity.gov	Alternative Member

Broadcast or Print Media Representative(s)

Steve Funk, General Manager Carson City Community Radio KNVC 95.1 fm	240-4871 steve@knvc.org	Principal Member
[TBD]		Alternative Member

Hospital Representative(s)

James Freed Emergency Management Coordinator Carson Tahoe Health 1600 Medical Parkway Carson City, NV 89703	james.freed@carsontahoe.org	Principal Member
[TBD]		Alternative Member

Elected State Official Representative(s)

P.K. O'Neill, Assemblyman Nevada State Assembly District 40 1216 Sonoma St. Carson City, NV 89701	741-8309 pk.oneill@asm.state.nv.us	Principal Member
[TBD]		Alternative Member

Local College Representative(s)

Matt Williams Organizational Resilience Coordinator University of Nevada, Reno 1664 N. Virginia Street MS 250	682-8528 (Office) mgwilliams@unr.edu	Principal Member
[TBD]		Alternative Member

Transportation Representative(s)

Rick Cooley, Deputy Director Carson City Public Works 3505 Butti Way Carson City, NV 89701	283-7302 (Office) 443-5352 (Cell) rcooley@carsoncity.gov	Principal Member
Darren Schulz, Director Carson City Public Works 3505 Butti Way Carson City, NV 89701	283-7391 (Office) dschulz@carsoncity.gov	Alternative Member

Law Enforcement Representative(s)

Jerome Tushbant, Assistant Sheriff Carson City Sheriff's Department 911 E. Musser Street Carson City, NV 89701	283-7804 (Office) 887-2026 (Fax) jtushbant@carsoncity.gov	Principal Member

Jim Primka, Assistant Sheriff Carson City Sheriff's Department 911 E. Musser Street Carson City, NV 89701	283-7804 (Office) 887-2026 (Fax) jprimka@carsoncity.gov	Alternative Member

First Aid Representative(s)

Sandy Wartgow, Division Chief-EMS Carson City Fire Department 777 S. Stewart Street Carson City, NV 89701	283-7193 (Office) 790-1904 (Cell) 887-2209 (Fax) swartgow@carsoncity.gov	Principal Member
[TBD]		Alternative Member

EPCRA Facility Representative(s)

Christopher Walsh Director, Environmental, Health & Safety and Risk Manager Click Bond 2151 Lockheed Way Carson City, NV 89706	(408) 607-5013 (Office) Christopher.walsh@clickbond.com	Principal Member
Carsten Seidel Director, Facilities & Maintenance Click Bond 2151 Lockheed Way Carson City, NV 89706	(843) 377-7726 (Office) carsten.seidel@clickbond.com	Alternative Member

***Non-Voting Members*:**

Donielle "DT" Allen, PHP Program Mgr. Division of Public and Behavioral Health 4126 Technology Way, Suite 100 Carson City, Nevada 89706	684-4039 (Office) dallen@health.nv.gov	State Health
Dawn Johnson Warning Coordination Meteorologist National Weather Service-Reno 2350 Raggio Parkway Reno, NV 89509	673-8100 (Office) 673-8110 (Fax) dawn.johnson@noaa.gov	National Weather Service

STAFF REPORT

Report To: Local Emergency Planning Committee **Meeting Date:** June 2, 2026

Staff Contact: Jon Bakkedahl, Emergency Manager

Agenda Title: For Possible Action: Discussion and possible action regarding replacing Dave Yohey from Chromalloy Nevada with Christopher Walsh from Click Bond as the principal EPCRA Facility Representative member to the Local Emergency Planning Committee ("LEPC") and adding Carsten Seidel from Click Bond as the alternate EPCRA Facility Representative member to the LEPC.

Agenda Action: Formal Action / Motion **Time Requested:** 5 minutes

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Proposed Motion
I move to appoint Christopher Walsh as the principal EPCRA Facility Representative member to the LEPC and Carsten Seidel as the alternate EPCRA Facility Representative member to the LEPC.

Board's Strategic Goal
Efficient Government

Previous Action
N/A

Background/Issues & Analysis
Dave Yohey, of Chromalloy Nevada, is the current principal EPCRA Facility Representative member to the LEPC. The Carson City Emergency Manager has requested that Christopher Walsh, of Click Bond, serve as the principal EPCRA Facility Representative member to the LEPC and Carsten Seidel, of Click Bond, serve as the alternate EPCRA Facility Representative member to the LEPC.

Applicable Statute, Code, Policy, Rule or Regulation
N/A

Financial Information
Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Attachment(s):
Proposed LEPC Membership 2026 0602 LEPC Meeting.pdf

Motion: _____ 1) _____ Aye/Nay
2) _____ _____
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_____
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_____

_____
(Vote Recorded By)

CARSON CITY
LOCAL EMERGENCY PLANNING COMMITTEE
(LEPC)

PROPOSED MEMBERSHIP LIST
2026

Voting Members:

Civil Defense/Emergency Management Representative(s)

LEPC Chair

Jon Bakkedahl	283-7820 (Office)	Principal Member
Emergency Manager	722-9760 (Cell)	
Carson City Fire Department	887-2209 (Fax)	
777 S. Stewart Street	jbakkedahl@carsoncity.gov	
Carson City, NV 89701		

Firefighting Representative(s)

Alternate Chair

Kevin Nyberg, Acting Fire Chief	283-7741 (Office)	Principal Member
Carson City Fire Department	685-3685 (Cell)	
777 S. Stewart Street	887-2209 (Fax)	
Carson City, NV 89701	knyberg@carsoncity.gov	

Health Representative(s)

Jeanne Freeman	283-7217 (Office)	Principal Member
Carson City Health & Human Services	887-2248 (Fax)	
900 E. Long Street	jmfreeman@carsoncity.gov	
Carson City, NV 89706		
Teneale Chapton	283-7224 (Office)	Alternative Member
Carson City Health & Human Services	887-2248 (Fax)	
900 E. Long Street	tchapton@carsoncity.gov	
Carson City, NV 89706		

Community Group Representative(s)

Jim Rich, Disaster Action Team	771-3501 (Cell)	Principal Member
American Red Cross of Northern Nevada	jim.rich2@redcross.org	
4750 Longley Lane Suite 101		
Reno, NV 8950		
Mark Berch, Disaster Action Team	550-3746 (Cell)	Alternative Member
American Red Cross of Northern Nevada	mark.berch@redcross.org	
4750 Longley Lane Suite 101		
Reno, NV 8950		

School District Representative(s)

Ann Cyr, Risk Manager Carson City School District 1402 W. King Street Carson City, NV 89703	283-2006 (Office) 342-3234 (Cell) acyr@carson.k12.nv.us	Principal Member
Robert Simpson, Security Technician Carson City School District 1402 W. King St. Carson City, NV 89703	283-2061 Ext 2061 (Office) rsimpson@carson.k12.nv.us	Alternative Member

Elected Local Official Representative(s)

Ken Furlong, Sheriff Carson City Sheriff's Office 911 E. Musser. Street Carson City, NV 89701	283-7800 (Office) 722-5856 (Cell) 887-2026 (Fax) kfurlong@carsoncity.gov	Principal Member
[TBD]		Alternative Member

Local Environmental Representative(s)

Andy Hummel Wastewater Utility Manager Carson City Public Works 3505 Butti Way Carson City, NV 89701	283-7357 (Office) ahummel@carsoncity.gov	Principal Member
Mark Irwin Landfill Supervisor Carson City Public Works 3505 Butti Way Carson City, NV 89701	283-7447 (Office) mirwin@carsoncity.gov	Alternative Member

Broadcast or Print Media Representative(s)

Steve Funk, General Manager Carson City Community Radio KNVC 95.1 fm	240-4871 steve@knvc.org	Principal Member
[TBD]		Alternative Member

Hospital Representative(s)

James Freed Emergency Management Coordinator Carson Tahoe Health 1600 Medical Parkway Carson City, NV 89703	james.freed@carsontahoe.org	Principal Member
[TBD]		Alternative Member

Elected State Official Representative(s)

P.K. O'Neill, Assemblyman Nevada State Assembly District 40 1216 Sonoma St. Carson City, NV 89701	741-8309 pk.oneill@asm.state.nv.us	Principal Member
[TBD]		Alternative Member

Local College Representative(s)

Matt Williams Organizational Resilience Coordinator University of Nevada, Reno 1664 N. Virginia Street MS 250	682-8528 (Office) mgwilliams@unr.edu	Principal Member
[TBD]		Alternative Member

Transportation Representative(s)

Rick Cooley, Deputy Director Carson City Public Works 3505 Butti Way Carson City, NV 89701	283-7302 (Office) 443-5352 (Cell) rcooley@carsoncity.gov	Principal Member
Darren Schulz, Director Carson City Public Works 3505 Butti Way Carson City, NV 89701	283-7391 (Office) dschulz@carsoncity.gov	Alternative Member

Law Enforcement Representative(s)

Jerome Tushbant, Assistant Sheriff Carson City Sheriff's Department 911 E. Musser Street Carson City, NV 89701	283-7804 (Office) 887-2026 (Fax) jtushbant@carsoncity.gov	Principal Member

Jim Primka, Assistant Sheriff Carson City Sheriff's Department 911 E. Musser Street Carson City, NV 89701	283-7804 (Office) 887-2026 (Fax) jprimka@carsoncity.gov	Alternative Member

First Aid Representative(s)

Sandy Wartgow, Division Chief-EMS Carson City Fire Department 777 S. Stewart Street Carson City, NV 89701	283-7193 (Office) 790-1904 (Cell) 887-2209 (Fax) swartgow@carsoncity.gov	Principal Member
[TBD]		Alternative Member

EPCRA Facility Representative(s)

Christopher Walsh Director, Environmental, Health & Safety and Risk Manager Click Bond 2151 Lockheed Way Carson City, NV 89706	(408) 607-5013 (Office) Christopher.walsh@clickbond.com	Principal Member
Carsten Seidel Director, Facilities & Maintenance Click Bond 2151 Lockheed Way Carson City, NV 89706	(843) 377-7726 (Office) carsten.seidel@clickbond.com	Alternative Member

***Non-Voting Members*:**

Donielle "DT" Allen, PHP Program Mgr. Division of Public and Behavioral Health 4126 Technology Way, Suite 100 Carson City, Nevada 89706	684-4039 (Office) dallen@health.nv.gov	State Health
Dawn Johnson Warning Coordination Meteorologist National Weather Service-Reno 2350 Raggio Parkway Reno, NV 89509	673-8100 (Office) 673-8110 (Fax) dawn.johnson@noaa.gov	National Weather Service

STAFF REPORT

Report To: Local Emergency Planning Committee **Meeting Date:** June 2, 2026

Staff Contact: Jon Bakkedahl, Emergency Manager

Agenda Title: For Possible Action: Discussion and possible action regarding a fiscal year 2027 application to the State Emergency Response Commission for a Operations, Planning, Training, and Equipment Grant seeking up to $25,102 in grant funding for hazmat training, equipment, and operations.

Agenda Action: Formal Action / Motion **Time Requested:** 10 minutes

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Proposed Motion
I move to approve the grant application as presented.

Board's Strategic Goal
N/A

Previous Action

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation
N/A

Financial Information
Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Attachment(s):
2027 SERC LEPC OPTE Application - Chair & CM Signed v2.pdf

Motion: _____ 1) _____ Aye/Nay
2) _____ _____
_____

_____
_____
_____

_____
(Vote Recorded By)

State of Nevada

Emergency Response Commission

SERC Grant Application

Operations, Planning, Training, and Equipment
Fiscal Year 2027

For Local Emergency Planning Committees

The completed application must be delivered or postmarked by the noted due date.

Due Date: March 20, 2026

State Emergency Response Commission
107 Jacobsen Way
Carson City, NV 89711

serc@dps.state.nv.us

(775) 684-7511

STATE EMERGENCY RESPONSE COMMISSION (SERC)

SERC OPTE Grant Application Kit

FY2027

For Local Emergency Planning Committees

The SERC has developed this application kit as a template for Local Emergency Planning Committees (LEPCs) to apply for the SERC Operations, Planning, Training, and Equipment (OPTE) Grant. Application and award of grants are managed pursuant to SERC policy 8.2. The source of funding is derived from fees collected from SARA Title III facilities within the State that store and/or produce hazardous materials in specified amounts. As these are State funds, there is no Catalog of Federal Domestic Assistance (CFDA) number associated with this grant.

The grant project period is July 2026 through June 2027. Grant funds will be distributed on a reimbursement basis; however, the LEPC may request advance funding for expenses over $2,000, policy 8.5.

LEPCs are eligible for funding through this grant if they are in compliance with the Emergency Planning and Community Right-to-Know Act (EPCRA), Nevada Administrative Code (NAC), and SERC policies. SERC policies may be reviewed at http://serc.nv.gov.

The format is as follows:

I. **Goals** - Identify what the LEPC would like to accomplish with the requested grant funds to prevent, mitigate and/or respond to hazardous materials incidents. Provide detailed proposed planning, training and equipment needs for the period July 2026 through June 2027.

II. **Objectives** - Identify the specific approaches to achieve the goals through prevention of, mitigation of and/or response to hazardous materials incidents. Objectives need to be specific and measurable.

III. **Line Item Budgets** – List each item as a line item on the budget page. **The grant request shall be for NO MORE THAN $36,000.(this includes the $4,000.00 for Operations)**

An additional $4,000 of Operation funds will be available if the LEPC is administratively compliant. The purpose of these funds is to provide for LEPC members to attend LEPC and SERC meetings, as well as operation costs. If requesting, up to 50% of operations funds for clerical assistance, include that amount in the line item budget.

IV. **Budget Narrative** – Explain each item listed in the line item budget. If requesting up to 50% of operations funds for clerical assistance, include a detailed justification for the use of funds. Clerical assistance funding is no longer automatically awarded and will be subject to SERC approval.

Remember to comply with SERC Policy 8.2 related to the required quotes or sole source for appropriate purchases. If you have questions, please contact the SERC office.

Provide an explanation for items that do not correspond with the declared level of response due to formal agreements with other entities.

After completing the application, a PDF version e-mailed to the SERC is preferred with any additional pages included e.g., quotes, letter of denial, etc. or you may submit the entire application package with all attachments by mail.

If you submit electronically and do not receive confirmation of receipt within 24 hours or two business days, please follow-up with the SERC.

Please call SERC staff at (775) 684-7511 if you need assistance.

Application must be received in this office or postmarked by March 20, 2026:

serc@dps.state.nv.us

State Emergency Response Commission
107 Jacobsen Way
Carson City, NV 89711

Please be prepared to make a presentation of your grant application to the Planning & Training Sub-Committee and Funding Committee. The date and location of the meetings to be announced.

GRANT APPLICATION CHECK SHEET

A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING

- ☒ Title Page
- ☒ Goals of this grant
- ☒ Objectives of this grant
- ☒ Line Item Budget
- ☒ Budget Narrative
- ☐ If Training – Brochure and GSA Rates
- ☐ Certified Assurances
- ☐ LEPC Compliance Certification (signed by Chair)
- ☐ Electronic version e-mailed to serc@dps.state.nv.us .
- ☐ Copy of the LEPC meeting minutes approving submittal of grant application (minutes are submitted separately through normal minutes' submission process)

The grant application must be delivered to this office or postmarked by March 20, 2026.

STATE EMERGENCY RESPONSE COMMISSION
2025 SERC GRANT APPLICATION
TITLE PAGE

Applicant: **Carson City LEPC**

Address: **777 S. Stewart St Carson City, NV 89701**

Local Emergency Planning Committee (LEPC) Chair:

Name:	**Kevin Nyberg**	Title:	**Acting Fire Chief**
Address:	**777 S Stewart St**	City/Zip:	**Carson City, NV 89701**
Phone:	**775-283-7722**	**Fax:**	**775-887-2209**
E-mail:	**knyberg@carsoncity.gov**		

Fiscal Officer:

Name:	**Christy Runyon**	Title:	**Senior Office Specialist**
Address:	**777 S Stewart**	City/Zip:	**Carson City, NV 89701**
Phone:	**775-283-7145**	**Fax:**	**775-887-2209**
E-mail:	**crunyon@carsoncity.gov**		

Budget Summary:

Planning	Training	Equipment	Operations	Total*
	2,925.00	18,177.00	4,000.00	$25,102.00

Round up total* to the nearest dollar

LOCAL EMERGENCY **PLANNING** COMMITTEE APPROVAL:

On behalf of the LEPC, I certify this body has reviewed this grant application and agrees to abide by the Federal and ;ate 12rocedures which are related to the acceptance of funds.

Signature of LEPC Chair — Date: 3/10/26

GOVERNING BODY APPROVAL: (i.e. County Commissioner, County Manager)

The LEPC has the approval to apply for funding through this grant

Signature of Governing Body — Date: 3/12/26

Glen Martel, City Manager

Print Name and Title

I. GOALS:

Tell the SERC what you want to accomplish with this grant. Provide a separate discussion of each goal and justify its need towards the prevention, mitigation and/or response to hazardous materials incidents involving transportation. The goals are general statements of desired results and identify intended outcomes the program has established to achieve. Justification to prevent, mitigate and/or respond to hazardous materials incidents must be addressed.

Goal 1: (Response) The primary goal of this project is to purchase the **ToxiRAE gas monitor equipped with Hydrogen Fluoride (HF) detection capabilities**. As the lead agency for the Quad County Hazardous Response Team, this enhanced detection technology will allow us to identify and assess hazards associated with hydrogen fluoride and other byproducts commonly released during lithium-ion battery failures more effectively. Acquiring this equipment will ensure our team remains current with evolving hazardous materials response techniques and better aligned with industry best practices.

This upgrade will significantly strengthen our overall capability to prevent, mitigate, and respond to hazardous materials incidents. Improved detection accuracy and reliability will directly support safer operations for our personnel and the communities we serve. Additionally, the ToxiRAE system will enhance our preparedness and response times during real-world events, contributing to a higher level of operational safety, readiness, and community protection.

Goal 2: (Response) The secondary objective is to acquire the necessary sensors, batteries, and upgraded chargers to facilitate effective calibration and maintain optimal performance of our equipment. Enhanced battery chargers will support greater battery longevity, contributing to increased sustainability. Carson City's first-out apparatus are equipped with MultiRae gas detection monitors that require ongoing maintenance and calibration to ensure accurate readings during hazardous materials incidents. Furthermore, comprehensive training will be provided to team members to develop proficiency in operating and maintaining these devices. Our overarching aim is to strengthen the preparedness and capabilities of our first responders for efficient and safe management of hazardous materials situations. Achieving this goal will improve response times and hazard assessment accuracy, enhancing community protection. Routine maintenance and calibration remain essential to uphold reliability and guarantee that equipment is ready for deployment.

Goal 3: The third objective is to purchase a RadEye SPRD-Gn device. This will enhance the region's ability to **respond** to hazardous materials incidents is a priority for Carson City Fire Department and the Quad County Hazardous Materials Team based on a **risk-based assessment** of radiological threats associated with transportation corridors, critical infrastructure, and mutual-aid response areas. The RadEye SPRD-GN Personal Radiation Detector addresses a **documented capability gap** by providing immediate gamma and neutron radiation detection during initial scene size-up and response operations, improving responder safety and command-level decision-making. This equipment supports **regional impact and interoperability** by allowing consistent radiological detection across multiple jurisdictions during mutual-aid incidents, enabling rapid establishment of control zones and protection of life, property, and the environment in accordance with ALARA principles. The RadEye SPRD-GN represents a **cost-effective, sustainable, and dual-use investment,** requiring minimal maintenance and training while supporting both planned events and emergency response, directly aligning with SERC priorities for preparedness, response readiness, and hazard mitigation.

Goal 4 : (Training) Proved an opportunity for Carson City Fire Department or LEPC members to attend

training opportunities related to Hazardous Material Response.

II. OBJECTIVES:

How do you plan to achieve the goals listed above? Include specific uses of this grant funding to prevent, mitigate and/or respond to hazardous materials incidents. Objectives focus on the methods/activities to be used to achieve the goals they support.

Answer these questions in each objective:

- ✓ *WHAT will be purchased with these grant funds?*
- ✓ *WHO will complete the purchases awarded?*
- ✓ *WHEN will the purchases be made and the activity implemented?*

Goal 1 Objectives –

The ToxiRAE monitor equipped with a Hydrogen Fluoride (HF) sensor will be purchased through R.S. Hughes. Once received, the Hazardous Materials Team and Carson City Fire Department personnel will complete comprehensive training to ensure proper operation, calibration, and deployment procedures. The equipment will then be placed into service immediately, enhancing the agency's capability to identify hazards associated with lithium-ion battery failures and improving overall responder and community safety. This purchase will be completed by Technician Clayton Peterson and overseen by Battalion Chief Brad Mihelic.

Goal 2 Objectives: The RadEye SPRD-GN and protective holster will be purchased from Thermo Fisher Scientific. Upon receipt, the Hazardous Materials Team and Carson City Fire Department personnel will complete comprehensive training to ensure proper operation and deployment. The equipment will then be placed into service, enhancing the agency's operational capabilities. This purchase will be completed by Technician Clayton Peterson and overseen by Battalion Chief Brad Mihelic.

Goal 3 Objectives –

Sensors, batteries, and chargers necessary to maintain and calibrate the MultiRAE gas detection monitors will be procured to ensure continuous operational readiness. These components are essential for accurate hazardous gas detection during emergency response operations and directly support responder safety. All purchases will be completed by Technician Clayton Peterson with oversight by Battalion Chief Brad Mihelic, in full compliance with applicable grant requirements and purchasing policies.

Goal 4 Objective –

The Carson City Fire Department will register thirteen personnel for the 2026 Fire Shows West Hazardous Materials Track and will additionally support participation by department or LEPC members in other approved hazardous materials response training opportunities. All registrations will be overseen by Senior Office Specialist Christy Runyon.

Procurement and Implementation Timeline

All equipment—including gas sensors, MultiRAE batteries, chargers, and registration fees—will be purchased following notification and confirmation of grant funding, anticipated after July 1, 2026. All acquisitions will comply with applicable grant requirements and organizational purchasing policies.

Upon receipt, all equipment and calibration tools will be immediately placed into service to support hazardous materials response operations. This approach ensures seamless integration of new resources into existing operational capabilities and enhances overall readiness, safety, and response effectiveness.

III. BUDGETS:

Planning:

Requests to contract with a consultant must be accompanied by at least two competitive bids. The bids must include an itemized quote and detailed scope of work from the consultant.

Training:

All training requests must first be made through the State Fire Marshal's office (SFM) and the Department of Emergency Management (DEM). If the SFM or DEM declines the training, the request may be included in the grant application along with the letter of declination.

Requests to contract to provide training must be accompanied by at least two competitive bids. The bids must include an itemized quote and detailed scope of work from the consultant.

State per diem rates (which generally follow the federal GSA rates; (http://www.gsa.gov) will prevail unless local rates are less. Travel eligibility requirements and rates are further defined in SERC policy 8.5. The rates listed below are for calendar year 2024 only and are subject to change.

If a privately owned vehicle is used for agency convenience, mileage may be reimbursed at the State rate, currently ***.67*** *cents per mile. If a personal vehicle is used for personal convenience, the reimbursement allowed is* ***.335*** *cents per mile. If an agency vehicle is used, reimbursement may be made for fuel charges based on receipt or agency fuel logs. Airport parking* ***(most economical lot only)*** *and ground transportation expenses are reimbursable upon presentation of receipts. Rental cars must be pre-approved by the SERC.*

Double click on any box to open an embedded Excel Spreadsheet to enter your data, when finish click anywhere outside the box to re-embed the data into the Word document and then SAVE your work!!!

Course / Conference Costs				
Course / Conference Title:				
Registration	Cost per Attendee	# of Attendees		
	$225.00	13		$2,925.00
Hotel	Cost per Night	# of Nights	# of Rooms	
				$0.00
Per Diem	Cost per Day	# of Days	# of Attendees	
				$0.00
Transportation	# of Miles (Round Trip)	Personal Vehicle	# of Vehicles	
		0.670		$0.00
	# of Miles (Round Trip)	Personal Convenience	# of Vehicles	
		0.335		$0.00
	Public Transportation	Total $ Amount		
				$0.00
	Cost of Airline Ticket	# of Tickets		
				$0.00
Parking	Cost per Day	# of Days	# of Vehicles	
				$0.00
Total Course / Conference Costs:				$2,925.00
Total Training Costs:				$2,925.00

Training Costs: Registration fees, per diem and travel costs should be included in this section			
Course Title	***Itemized Travel Expenses***	***Registration Fees***	***Amount Requested***
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
	$0	$0	$0
Totals:	**$0**	**$0**	**$0**

Equipment:

Equipment will be considered based on the state contract prices, as applicable. Please consult the State Purchasing Division's website at http://purchasing.nv.gov/contracts/ to determine if your equipment may be eligible for the contract prices. If requesting an item from a state contract, please include a copy of the webpage with your application. Equipment requests other than those on the state's contract or higher priced than those on this list must be accompanied by a quote from the vendor and justification. Quotes for items not on the state's contract must be dated/active within 30 days of the open allocation cycle. Communications equipment is subject to the completion of the attached Communications Interoperability Questionnaire.



Communications Interoperability Que

Equipment Costs:			
Item	***Quantity***	***Unit Price***	***Amount Requested***
Itemized Equipment List will be attached totaling			***Exact $ from list***
ToxiRae non wireless with HF sensor	4	$1,000	$4,000
RAE O2 Sensor	6	$304	$1,826
Electrochemical Sensor Carbon Monoxide	6	$304	$1,826
MultiRae Rechargable Li-Ion Battery	4	$361	$1,445
MultiRae Series Desktop Cradle Charge Kit	3	$665	$1,995
Tingley BT or Cleat Boots SZ11	1	$122	$122
Tingley BT or Cleat Boots SZ10	2	$122	$245
RadEye SPRD-GN	1	$6,650	$6,650
Holster for RadEye PRD	1	$68	$68
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
		Total Equipment Costs:	**$18,177.00**

Operations:

Note: Clerical assistance cannot be more than 50% of the category. Justify clerical assistance in the budget narrative section.

Operation Costs:	
Item	***Amount Requested***
Operations	$4,000
Clerical (up to 50% of the total operation award)	
Total Operation Costs:	**$4,000**

IV. BUDGET NARRATIVE

This is an explanation of the line items identified in each category. The budget narratives must explain the use of the requested grant funds. Budget narratives must be included for each category for which there is a request for items/services. Justify the relationship between the items listed within each category and the goals and objectives of this grant request. The budget narratives must tie each item requested to the goals and objectives of this project.

Planning -

Explain the basis for selection of each consultant and describe how the service to be provided is essential to achieving established goals. Provide an explanation if the planning request does not correspond with the declared level of response due to formal agreements with other entities.

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Training -

Explain the purpose of the training and how it relates to achieving established goals. Provide location of training, duration, itemized transportation and per diem expenses. If applicable, attach a copy of the letter from the SFM and/or DEM. Provide an explanation if the training request does not correspond with the declared level of response due to formal agreements with other entities.

Grant funds will be used to pay registration fees for Carson City Fire Department members or LEPC members attendance at Fire Shows West as well as any additional Hazardous Materials classes.

Fire Shows West offers a Hazardous Materials emphasis track that provides a variety of specialization instruction in the area of Hazardous Materials Response. The classes range from first in company officer to extensive special hazardous materials situations. Other topics usually include lithium ion battery hazards and industrial business

Equipment -

Describe the equipment and how it will benefit the project, and why it is necessary to achieve established goals and objectives. Provide an explanation if the equipment request does not correspond with the declared level of response due to formal agreements with other entities

ToxiRAE with HF Sensor

Following recent training, Carson City Fire Department technicians identified a need to strengthen response capabilities for potential lithium-ion battery fires within the city and the Quad County region. These incidents are increasing in frequency, and the ToxiRAE monitor equipped with a Hydrogen Fluoride (HF) sensor will provide earlier hazard detection, support proper mitigation efforts, and enhance safety for both responders and the public. This equipment directly supports our response objectives by translating training into effective operational practice and ensuring our Hazmat team is prepared for evolving hazardous materials challenges.

RadEye SPRD-GN:

The purpose of this training is to ensure Hazardous Materials Team members and Carson City Fire Department personnel are proficient in the operation, deployment, and interpretation of data produced by the RadEye SPRD-GN radiological detection device. Training will focus on proper use, response integration, and safety considerations to ensure the equipment is effectively employed during routine operations and emergency incidents. This training directly supports the established goal of enhancing the agency's radiological detection and response capabilities, improving operational readiness, and strengthening public safety throughout the jurisdiction.

Calibration Sensors, Batteries, and Chargers-

Carson City Fire Department is requesting funding to keep our Multi Rae gas detection monitors up-to-date and fully operational. These monitors are crucial for detecting hazardous gases in emergency situations, ensuring the safety of both our team and the public. By maintaining these monitors, we can accurately identify and respond to various chemical threats, enhancing our overall emergency response capabilities.

Level A Boots –

Additional Hazmat boots are needed to ensure all Carson City Fire Department personnel have safe, properly fitted PPE during hazardous materials training and Quad County responses. Adequate boot inventory allows responders to train in full protective gear, supports multi-agency deployments, and maintains operational readiness. This request directly enhances responder safety and strengthens our overall hazardous materials response capability

Operations -

A detailed Justification is necessary if requesting funds for clerical assistance. Describe how salaries will be determined. Funds for clerical assistance are not automatic and are subject to SERC approval.

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CERTIFIED ASSURANCES
For LEPCs

Grant Title: 2027 SERC Grant

Upon acceptance of funding from the State of Nevada Emergency Response Commission (SERC), the applicant and the lead governmental unit hereby agree to the following Certified Assurances governing the awarding of funds:

A) The applicant assures compliance with the Nevada Administrative Code (NAC) 459.9912 et seq. and SERC policies found at http://serc.nv.gov.

B) **FINANCIAL REPORTS** – The recipient is required to submit, at a minimum, quarterly financial reports to the SERC. Reporting must be made in accordance with all applicable federal, state, and local laws and regulations, and SERC Policies 8.5 and 8.6.

No expenditures or obligations will be eligible for reimbursement if occurring prior to or after the award period. All funds need to be obligated by the end of the grant period and expended by the final report date as stated in the grant award cover letter. Failure to submit proper reports pursuant to current policies may jeopardize future funding from the SERC and could result in a denial of reimbursement of funds expended. Failure to comply with this requirement can result in the delay or denial of future reimbursements.

1) **Request for advance:** May be requested only if expenses total over $2,000.00 and are accompanied by a dated purchase order or quote. Complete and submit a financial report form with the appropriate "request for advance" box checked.

2) **Report on expenditure of advance:** Show the actual expenditure of the advanced funds. Complete and submit a financial report form with the appropriate "report on expenditure of advance" box checked. This report is due **within 30 days** of the date of the advanced check and must include copies of dated invoices and proof of payment. If the amount advanced is more than the amount spent or the advanced amount is not spent within the 30 days, the unexpended funds are to be returned to the SERC within 45 days* of the date of the check.

3) **Request for reimbursement:** Complete and submit a financial report form, at a minimum quarterly, for all expenditures funded by the grant. Include a summary breakdown of expenses, copies of dated invoices, proof of payment and any other documents required by SERC policies. Any other form of documentation for expenditures must be approved by the SERC staff. If additional non-federal funds or resources are used toward the project, report those expenditures as a **match** in the appropriate line on the report form.

4) **Quarterly report required:** If there are no expenditures within the quarter, a report with an explanation of why and the plan for future expenditures is due by the end of the month following the end of the quarter. Due dates for quarterly reports are as follows:

October 30 - for reporting period July 1 to September 30;
January 29 - for reporting period October 1 to December 31;
April 30 - for reporting period January 1 to March 31; and
July 31 - for reporting period April 1 to June 30.

5) **Final report:** There will be no further expenditures, the grant is closed, and no further reports are necessary. This report is due within 30 days after the end of the award period, or any time prior to the end of the award period if no further funds will be spent. Once the final report is processed there will no additional draws allowed for the sub-grant. If reporting is not in by the final date, the remaining funds will be de-obligated.

C) **EXERCISE REPORTS** – To be eligible for grant funding, the LEPC must report to the SERC by January 31st of each year on at least one real event and/or tabletop, functional, or full-scale exercise or drill which utilizes and implements the hazardous materials emergency response plan. An exercise is required at least once every year with every key element of the plan being implemented in the exercises within three years.

D) **GRANT CHANGE REQUEST** – Grant expenditures are authorized for the purposes set forth in this application, as approved in the grant award, and in accordance with all applicable laws, regulations, and policies and procedures of the State of Nevada and the applicable federal granting agency. Requests for change in the project must be submitted to the SERC and approved in writing prior to its implementation. Approval may be required by the Funding Committee if the change is significant, SERC Policy 8.7.

E) The applicant must comply with the provisions for sub-awards stipulated at *2 CFR 200.311.* The applicant assures the fiscal accountability of the funds received from the State Emergency Response Commission will be managed and accounted for by the lead agency's chief comptroller. Internal control and authority to ensure compliance with SERC's documentation, record keeping, accounting, and reporting guidelines will reside with that individual.

F) SERC will **reimburse** the **recipient** reasonable, allowable, allocable cost of performance, in accordance with current federal requirements, Nevada Revised Statute, Nevada Administrative Code, State Administrative Manual, SERC policies and any other applicable fiscal rules, not to exceed the amount specified in the total award amount.

G) The applicant assures it shall maintain data and information to provide accurate financial reports to SERC. Said reports shall be provided in form, by due dates and containing data and information as SERC reasonably requires to administer the program.

H) The applicant will give the SERC, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant or grant requirements. The Uniform Guidance/OMB Guidance provides greater clarity to the role and expectations for pass-through entities conducting oversight of sub-recipients. The Uniform Guidance/OMB Guidance expands on the responsibilities of pass-through entities by providing a more robust system of oversight and monitoring. (see section 200.330 and section 200.331)
http://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-sec200-331.pdf

I) The applicant assures financial reports shall be submitted within 30 calendar days of the end of each calendar quarter and within 45* days of the end of the grant period and shall be current and actual.

J) The applicant assures funds made available under this grant will not be used to supplant state or local funds.

K) The applicant assures compliance with *2 CFR 200.212 and 180, Non-procurement Suspension and Debarment.* The applicant assures, through the submission of the grant application for funding, neither the lead agency, county government, any of its participating agencies, are potential vendors, contractors or providers debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by any federal department or agency.

L) The applicant assures that it will comply with Administrative Requirements *2 CFR part 200,* Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments appropriate to the award as follows:

1. 49 CFR 110, *Hazardous Materials Public Sector Training and Planning Grants*
2. 49 CFR 18, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Tribal Governments*
3. 2 CFR 225, *Cost Principles for State, Local and Indian Tribal Governments*
4. OMB Circular A-133, *Audits of States, Local Governments and Nonprofit Organizations* (now contained in 2 CFR 200)
5. 49 CFR 20, *New Restrictions on Lobbying*
6. 49 CFR 32, *Government wide Requirements for Drug-Free Workplace*

M) The applicant assures compliance with the below in any programs and activities receiving federal financial assistance:

Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color and national.

49 CFR 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which prohibits discrimination based on disability.

The Age Discrimination Act of 1975, which prohibits unreasonable discrimination based on age.

Title IX of the Education Amendments of 1972, which prohibits discrimination based on gender in educational activities.

N) Any publication (written, visual, or audio) issued by the recipient describing programs funded whole or in part with federal funds, shall contain the following statement:

"This program was supported by Grant **# 26-SERC-__-__**, awarded by the Nevada State Emergency Response Commission (and, if an HMEP grant, the U.S. Department of Transportation). Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position of policies of the State Emergency Response Commission (and, if an HMEP grant, U.S. Department of Transportation)"

The applicant must provide a copy of any such publication to the SERC for the sub-grant file.

O) The applicant fully understands the State Emergency Response Commission has the right to suspend, terminate or de-obligate grant funds to any recipient that fails to conform to the requirements or the terms and conditions of its grant award.

P) **LOBBYING** - No grant funds appropriated will be paid, by or on behalf of the recipient, to any person for influencing or attempting to influence an officer, employee, or a member of Congress, or an officer, employee, or any member of the Nevada State Legislature or local government. The applicant will comply with provisions of Federal law, which limit certain political activities of employees of a state or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. *(5 USC 1501, et seq.)*

Q) Project related income, (i.e., registration fees, royalties, sales of real and personal property) must be used for the purpose of furthering the goals and objectives of the project or program from which the income was generated. Interest earned must be returned to the State Emergency Response Commission.

R) All activities and purchases utilizing any SERC administered sources of funding must comply with all local, state and federal laws and regulations as well as grant specific requirements. It is the responsibility of sub-grantees to be familiar with any such laws, regulations and requirements.

S) Applicant understands that an updated addendum to the grant may be required based on the federal guidelines or state requirements between now and the time of the award documents based on requirements for State of Nevada or the federal sponsoring agency.

The applicant acknowledges receipt of these Certified Assurances and hereby assures adherence to all the above conditions of a grant award from the SERC.

GOVERNMENTAL UNIT *(I.E., COUNTY COMMISSION, COUNTY MANAGER)*

Name (print): Glen A Martel Title: City Manager

Signature: _____ Date 3/12/26

LOCAL EMERGENCY PLANNING COMMITTEE CHAIRMAN

Name (print): Jon Backlund Title: Emergency Manager

Signature: _____ Date 3/10/26

RETURN THIS SIGNED FORM WITH GRANT APPLICATION

LEPC COMPLIANCE CERTIFICATION

The following requirements must be met by the LEPCs for compliance with federal, State and SERC laws, regulations and policies and procedures. This checklist must be completed, signed and returned annually by March 31, even if the LEPC is not a recipient of grant funds.

A check mark in the squares on the left will indicate a YES response.

☒ Have changes in the LEPC Bylaws and Membership list been submitted to SERC?

Bylaws reviewed/updated - Date: **12/2/2025** Submitted: **1/21/2026**
Membership list reviewed/updated - Date: **12/2/2025** Submitted: **1/21/2026**

☒ Have LEPC meetings been held, at a minimum quarterly, and have agendas and minutes of all meetings, including special meetings, been forwarded to the SERC?

☒ Has the LEPC submitted all required reports which summarize the financial management of the active grants *(i.e., copies of invoices and verification of expenditures)?*

☒ Has the LEPC reviewed and updated its hazardous materials emergency plan (or hazmat portion of the jurisdiction's "all hazards" plan), NRT-1A, Level of Response Questionnaire and Letter of Promulgation within the last year? Have the review results and updates been submitted to the SERC in writing along with a copy of the LEPC meeting minutes documenting review of the Plan by January 31st?

Plan update –	Date:	**12/2/2025**	Submitted:**1/21/2026**
NRT–1A update –	Date:	**12/2/2025**	Submitted:**1/21/2026**
Level of Response Questionnaire update –	Date:	**12/2/2025**	Submitted:**1/21/2026**
Letter of Promulgation update –	Date:	**12/2/2025**	Submitted:**1/21/2026**

☒ Has the LEPC reported on at least one incident or exercise (exercise required at least every third year) of its hazardous materials emergency response plan by January 31st?

Indicate the date of the most recent exercise:	**4/15/2025**	Submitted:**1/21/2026**
Indicate the date of an incident report used in lieu of an exercise:		Submitted:**1/21/2026**

☒ Has the LEPC met the **annual** requirement of publishing the Emergency Planning and Community Right-to-Know Act "information availability" in the local newspaper? Has the standard Affidavit of Publication been sent to the SERC?

Date of publication: **11/8/2025** Affidavit Submitted: **1/21/2026**

☒ Has LEPC read SERC policies?

As chairman of **Carson City** Local Emergency Planning Committee, I attest

County Name

all information provided on this Compliance Certification is accurate

LEPC Chair Signature

1/21/2026
Date

RETURN THIS SIGNED FORM WITH GRANT APPLICATION

R.S. Hughes

QUOTE

REMIT TO: R.S. Hughes Company, Inc.
8120 BERRY AVE, SUITE C
Sacramento, CA 95828
sacramento@rshughes.com

QUOTE NUMBER
81929851-00

Cust No.: 34186002

BILL TO: CARSON CITY FIRE
777 S STEWART ST
CARSON CITY, NV 89701-5218

SHIP TO: CARSON CITY FIRE
777 S STEWART ST
CARSON CITY, NV 89701-5218

CONTACT	PHONE	EMAIL	REFERENCE	ENTERED DATE
CLAYTON PETERSON	(775) 240-0324	CPETERSON@CARSON.ORG	HAZMAT BOOTS	02/26/2026
INSTRUCTIONS				PAGE NO.
DEST				**1** of **1**

NOTES

LINE NO.	QUANTITY ORDERED	ITEM CODE AND DESCRIPTION	UNIT PRICE	U/M	AMOUNT
1	1.00	081138-82311 TINGLEY 82330 SZ 11 BT OR CLEAT ST/SM	122.30000	PR	122.30
2	2.00	081138-82310 TINGLEY 82330 SZ 10 BT OR CLEAT ST/SM	122.30000	PR	244.60

2	**Lines Total**	**Total Order Quantity**	**3.00**	**Subtotal**	**366.90**
				Taxes	**0.00**
		NET TERMS: NET 30	DUE:	**Total**	**366.90**

THIS QUOTATION IS VALID FOR 30 DAYS.
PRICING IS SUBJECT TO CHANGE IN THE EVENT A MANUFACTURER'S PRICE CHANGE IS GIVEN TO US.

THIS QUOTE DOES NOT INCLUDE FREIGHT CHARGES. SHIPPING OPTIONS ARE AVAILABLE VIA "PREPAY AND ADD" OR BY USING A THIRD-PARTY COLLECT ACCOUNT. ORDERS PLACED ON OUR WEBSITE OVER $250 AND NON-HAZARDOUS, QUALIFY FOR FREE FREIGHT SHIPPING.

ADDITIONALLY, ANY MATERIALS CLASSIFIED AS HAZARDOUS MAY INCUR ADDITIONAL HANDLING FEE TO ENSURE PROPER COMPLIANCE WITH SAFETY REGULATIONS.

R.S. Hughes

QUOTE

REMIT TO: R.S. Hughes Company, Inc.
8120 BERRY AVE, SUITE C
Sacramento, CA 95828
sacramento@rshughes.com

QUOTE NUMBER
81924678-00

Cust No.: 34186002
BILL TO: CARSON CITY FIRE
777 S STEWART ST
CARSON CITY, NV 89701-5218

SHIP TO: CARSON CITY FIRE
777 S STEWART ST
CARSON CITY, NV 89701-5218

CONTACT	PHONE	EMAIL	REFERENCE	ENTERED DATE
CLAYTON PETERSON	(775) 240-0324	CPETERSON@CARSON.ORG	GAS ACCESSORIES	02/24/2026
INSTRUCTIONS				PAGE NO.
EST				**1** of **1**

NOTES

LINE NO.	QUANTITY ORDERED	ITEM CODE AND DESCRIPTION	UNIT PRICE	U/M	AMOUNT
1	6.00	C03-0942-000 RAE 02 SENSOR	304.40000	each	1,826.40
2	6.00	C03-0906-000 ELECTROCHEMICAL SENSOR CARBON MONOXIDE	304.40000	each	1,826.40
3	4.00	M01-3053-000 MULTIRAE RECHARGABLE LI-ION BATTERY	361.18000	EA	1,444.72
4	4.00	G02-BC10-100 HF SENSOR TOXIRAE NON-WIRELESS	999.90000	EA	3,999.60
5	3.00	M01-0306-000 MULTIRAE SERIES DESKTOP CRADLE CHARGE KIT	664.90000	each	1,994.70

5	**Lines Total**	**Total Order Quantity**	**23.00**	**Subtotal**	**11,091.82**
				Taxes	**0.00**
		NET TERMS: NET 30	DUE:	**Total**	**11,091.82**

THIS QUOTATION IS VALID FOR 30 DAYS.
PRICING IS SUBJECT TO CHANGE IN THE EVENT A MANUFACTURER'S PRICE CHANGE IS GIVEN TO US.

THIS QUOTE DOES NOT INCLUDE FREIGHT CHARGES. SHIPPING OPTIONS ARE AVAILABLE VIA "PREPAY AND ADD" OR BY USING A THIRD-PARTY COLLECT ACCOUNT. ORDERS PLACED ON OUR WEBSITE OVER $250 AND NON-HAZARDOUS, QUALIFY FOR FREE FREIGHT SHIPPING.

ADDITIONALLY, ANY MATERIALS CLASSIFIED AS HAZARDOUS MAY INCUR ADDITIONAL HANDLING FEE TO ENSURE PROPER COMPLIANCE WITH SAFETY REGULATIONS.

Sales Quotation

Quote Number	Created Date	Exp. Delivery Terms	Page
00491272	02/28/2026	ARO	1 / 9
Contact:	**Phone**	**Payment Term**	**Valid To**
Nelson Chiu	(608) 379-1378	Net 30	05/02/2026
Inco Terms		**Shipping Method**	
FOB Origin - Erlangen, Germany		Fed Ex	

Thermo Eberline LLC

27 Forge Parkway
Franklin, Massachusetts 02038
United States

Submitted To:

Jon Bakkedahl
Carson City Public Works
3645 Butti Way
Carson City, Nevada 89705
United States

Phone: 7752837820
Email: jbakkedakhl@carsoncity.gov

THANK YOU FOR YOUR INTEREST IN THERMO SCIENTIFIC INSTRUMENTATION

To Place an Order:
Contact: Thermo RMSI Customer Service Franklin
Phone: (800) 274-4212
Fax:
Email: customerservice.rmsi@thermofisher.com
Additional instructions, terms & conditions on last page

To Return Product for Service:
Return Authorization (RA#) will be issued upon proof of purchase. Please do not send your equipment before you receive an RA#.
Online: http://ebiz.thermofisher.com/rga/stepone.php?depot=3
Email: depotservice.rmsi@thermofisher.com
Phone: (800) 274-4212 option 3

Pos.	Product Code	Product Name	Sales Price	Quantity	Total Price
1.00	4250812	**RadEye SPRD-GN**	USD 6,650.00	1.00	USD 6,650.00
		RadEye SPRD-GN, Pocket–sized spectroscopic personal radiation detector with neutron detection: CLYC detector, gamma & neutron detection, nuclide identification and energy compensated dose rate calculation (50 keV to 3.0 MeV); measuring range 1 µR/h – 25mR/h (Cs-137). Fully compliant to ANSI N42.48 2006			
2.00	425067046	**Holster for RadEye PRD**	USD 68.00	1.00	USD 68.00
		Holster for RadEye PRD, N, NL, G and G-10 versions. Sized to insert instrument with rubber shock protection. (approved Accessories for ATEX-directive 94/9/EC zone1/zone2)			

Total: **USD 6,718.00**

Additional Comments:

RFQ Number

STAFF REPORT

Report To: Local Emergency Planning Committee **Meeting Date:** June 2, 2026

Staff Contact: Jon Bakkedahl, Emergency Manager

Agenda Title: For Possible Action: Discussion and possible action regarding a fiscal year 2027 application to the State Emergency Response Commission for the United We Stand Grant, seeking up to $31,514 in grant funds to purchase ballistic helmets for the Carson City Sheriff's Office. (James Boggan, jboggan@carson.org)

Agenda Action: Formal Action / Motion **Time Requested:** 10 minutes

---

Proposed Motion
I move to approve the grant application as presented.

Board's Strategic Goal
N/A

Previous Action

Background/Issues & Analysis

Applicable Statute, Code, Policy, Rule or Regulation
N/A

Financial Information
Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Attachment(s):
2027 UWS Application - Signed.pdf

Motion: _____ 1) _____ Aye/Nay
2) _____ _____
_____

_____
_____
_____

_____
(Vote Recorded By)

Carson City Grant Routing Form

Grant Name: SERC UWS Date: 04/21/2026

Department: CCSO Division: Admin

Contact Name: Jon Bakkedahl Contact Phone#: 775-283-7820

Grant is a(n) ☐ New ☒ Renewal ☐ Amendment BOS approved renewal on: N/A

Grant Period from 7/13/2026 to 5/31/2027

☒ $99,999 or less Amount: $31,514.00

☐ Over $100,000 Amount: Click or tap here to enter text.

Grant received BOS approval: ☒ No ☐ Yes Date: Click or tap to enter a date.

Is the grant funding NEW positions? ☒ No ☐ Yes BOS approval date: Click or tap to enter a date.

Notes

Grants Administrator

Date Received: ___4/21/26_____

Required Signature(s):

☒ City Manager <$99,999

☐ Mayor >$100,000

☐ Fiscal

☐ Other: _____

Notes:

Purpose: To purchase 24 ballistic helmets

Joe Lombardo
Governor

George Togliatti
Director

Kristi Defer
Deputy Director

Joseph Rodriguez
State Fire Marshal

Nevada Department of
Public Safety
DEDICATION PRIDE SERVICE

State Emergency Response Commission

STEWART FACILITY
107 Jacobsen Way
Carson City, NV 89711
TELEPHONE (775) 684-7511 • FAX (775) 684-7518

Nevada LEPCs,

The FY2027 United We Stand (UWS) Planning, Training, Supplies and Equipment grant application kit has been posted on the Nevada SERC website, http://serc.nv.gov. The grant period is expected to be July 13, 2026, to May 31, 2027. **Funds may only be used for obligations incurred during the grant period.**

Nevada LEPCs is eligible to apply for this grant if they are compliant with Emergency Planning and Community Right-to-Know Act (EPCRA), Nevada Administrative Code (NAC) and SERC policy requirements. Policies may be found on the SERC website, http://serc.nv.gov.

Please read the entire application as changes have been made, complete all forms and provide information in the format as outlined. All the applicable sections of the template must be completed. Minor adaptations to the template may be made keeping the requirements and the purpose of the sections intact.

The application is due to the SERC office or postmarked by April 24, 2026

Failure to submit the application by the due date will result in denial.

The application may not exceed $32,000. Do not round the unit prices or the line-item totals. Round up the grand total of each category to the nearest dollar.

Pursuant to NRS 459.735 (4), this grant is to provide financial assistance to state or local governments in this state to **support preparedness to combat terrorism** including, without limitation, planning, training, and purchasing of supplies and equipment. The application **must** relate to activities that support preparedness to combat terrorism, and requests must address one or more of the Nevada Commission on Homeland Security priorities (information attached and on the SERC website). Please include a prioritization of the items requested.

Applications requesting communication equipment are required to complete the Communication Interoperability Questionnaire.

Please do not hesitate to contact SERC staff if you need assistance or have any questions.

State of Nevada

Emergency Response Commission

UWS Grant Application

Planning, Training, Supplies and Equipment
Fiscal Year 2027

For Local Emergency Planning Committees

The completed application must be delivered or postmarked by the noted due date.

Due Date: April 24, 2026

State Emergency Response Commission
107 Jacobsen Way
Carson City, NV 89711

serc@dps.state.nv.us

(775) 684-7511

STATE EMERGENCY RESPONSE COMMISSION (SERC)

SERC UWS Grant Application Kit

FY2027

For Local Emergency Planning Committees

SERC has developed this application kit as a template for Local Emergency Planning Committees (LEPCs) to apply for the UWS Planning, Training, Supplies and Equipment (UWS) Grant. Application and award of grants are managed pursuant to SERC policy 8.2a. The source of funding is derived from fees collected from the sale and annual renewal of United We Stand specialty license plates. As these are State funds, there is no Catalog of Federal Domestic Assistance (CFDA) number associated with this grant.

The grant project period is expected to be July 13, 2026, to May 31, 2027. Grant funds are distributed on a reimbursement basis; however, the LEPC may request advance funding for expenses over $2,000, policy 8.5.

LEPCs are eligible for funding through this grant if they are in compliance with the Emergency Planning and Community Right-to-Know Act (EPCRA), Nevada Administrative Code (NAC) and SERC policies. SERC policies may be reviewed at http://serc.nv.gov.

The application must include justifications of use of funds to support preparedness to combat terrorism - NRS 202.4415 defines acts of terrorism.

Pursuant to SERC policy 8.2a, the grant application must address one or more of the Nevada Commission on Homeland Security priorities available at http://serc.nv.gov.

The format is as follows:

I. **Goals** - Identify what the LEPC would like to accomplish with the requested grant funds to support preparedness to combat terrorism for the period July 2026 through May 2027.

II. **Objectives** - Identify the specific approaches to achieve goals through preparedness to combat terrorism. Objectives need to be specific and measurable.

III. **Homeland Security Priorities** – Justify how each requested item or category of items address at least one of the Nevada Commission on Homeland Security priorities. If the grant application request categories of items (i.e., PPE, Communications, etc.), it is not necessary to list each item individually in this section.

IV. **Line-Item Budgets** – List each item as a line item on the budget page. **The grant request shall be for NO MORE THAN $32,000.** Please include a prioritization of the items requested.

V. **Budget Narrative** – Explain each item listed in the line-item budget. Remember to comply with SERC Policy 8.2a related to the required quotes or sole source for appropriate purchases. If you have questions, please contact the SERC office.

After completing the application, a PDF version e-mailed to the SERC is preferred with any additional pages included e.g., quotes, letter of denial, etc. or you may submit the entire application package with all attachments by mail.

If you submit it electronically and do not receive confirmation of receipt within 24 hours or two business days, please follow up with the SERC.

Please call SERC staff at (775) 684-7511 if you need assistance.

Application must be received in this office or postmarked by April 24, 2026:

serc@dps.state.nv.us

State Emergency Response Commission
107 Jacobsen Way
Carson City, NV 89711

Please be prepared to make a presentation of your grant application to the Funding Committee. The date and location of the meetings to be announced.

A complete application must include the following

- ☐ Title Page
- ☐ Goals of this grant
- ☐ Objectives of this grant
- ☐ Line-Item Budget
- ☐ Budget Narrative
- ☐ If Training – Brochure and GSA Rates
- ☐ Certified Assurances (original signatures)
- ☐ LEPC Compliance Certification (signed by Chair)
- ☐ E-mail the application with quotes to SERC@dps.state.nv.us
- ☐ Copy of the LEPC meeting minutes approving submittal of grant application (minutes are submitted separately through normal minutes' submission process)

The grant application must be delivered to this office or postmarked by April 24, 2026

STATE EMERGENCY RESPONSE COMMISSION
2027 UNITED WE STAND (UWS) GRANT APPLICATION
TITLE PAGE

Applicant: **Carson City Sheriff's Office – Special Weapons and Tactics (SWAT)**
Sergeant T.J. Boggan – SWAT Commander

Address: **911 East Musser Street, Carson City, NV 89701**

Local Emergency Planning Committee (LEPC) Chair:

Name: **Richard Brenner** Title: **SERC Chair**

Address: City/Zip:

Phone: Fax:

E-mail:

Fiscal Officer:

Name: **Micah Chalk** Title: **Chief Financial Officer**

Address: **911 East Musser Street** City/Zip: **Carson City, NV 89701**

Phone: **(775) 283-7811** Fax: **(775) 887-2016**

E-mail: **mchalk@carsoncity.gov**

Budget Summary:

Planning	Training	Supplies	Equipment	Total*
			~~$32,000~~	~~$32,000~~ $31,514.00

Round up total* to the nearest dollar
$31,514.00

LOCAL EMERGENCY PLANNING COMMITTEE APPROVAL:

On behalf of the LEPC, I certify this body has reviewed this grant application and agrees to abide by the Federal and State procedures which are related to the acceptance of funds.

Signature of LEPC Chair — Date: 4/21/2026

GOVERNING BODY APPROVAL: (i.e. County Commissioner, County Manager)

The LEPC has the approval to apply for funding through this grant.

Signature of Governing Body — Date: 4/21/26

Glen A Martel City Manager
Print Name and Title

I. GOALS:

Tell the SERC what you want to accomplish with this grant. ***Provide a separate discussion of each goal and justify its need to support preparedness to combat terrorism.*** *The goals are general statements of desired results and identify intended outcomes the program has established to achieve. Justification to support preparedness to combat terrorism must be addressed.*

Click inside gray box to begin typing

The goal of applying for this grant award is to upgrade ballistic equipment to ensure critical ballistic head protection and communications support for members deployed in high-risk incidents.

II. OBJECTIVES:

How do you plan to achieve the goals listed above? Include specific uses of this grant funding to support preparedness to combat terrorism. Objectives focus on the methods/activities to be used to achieve the goals they support.

Answer these questions in each objective:

- ✓ *WHAT will be purchased with these grant funds?*
- ✓ *WHO will complete the purchases awarded?*
- ✓ *WHEN will the purchases be made and the activity implemented?*

Click inside gray box to begin typing

Objective 1 – Carson City SWAT leadership will purchase (24) Team Wendy EPIC Specialist High-Cut ballistic helmet assemblies upon award.

Objective 2 – Carson City SWAT leadership will receive the helmet assemblies shipment and conduct inventory upon receipt.

Objective 3 – Carson City SWAT leadership will deploy (24) Team Wendy ballistic helmet assemblies to SWAT operating personnel.

III. UNITED WE STAND PRIORITIES, (to combat Terrorism):

Identify how each item (or category of items) requested addresses at least one of the United We Stand, to combat Terrorism priorities.



UWS Priorities.pdf

Click inside gray box to begin typing

The Team Wendy EPIC ballistic helmet assemblies will be used to address the RESPONSE area of the homeland security priorities, more specifically, to the core capabilities of OPERATIONAL COORDINATION and OPERATIONAL COMMUNICATION.

IV. BUDGETS:

Please prioritize your request as awards may need to be reduced based on available funding. Do not round the unit prices or the line-item totals. Round up the grand total of each category to the nearest dollar.

Click inside gray box to begin typing

Priority 1 – Team Wendy EPIC Ballistic Helmets at $25,621

Priority 2 – Gexmil, MOD, Tactical NVG Assemblies at $5,898

Planning:

Requests to contract with a consultant must be accompanied by at least two competitive bids. The bids must include an itemized quote and detailed scope of work from the consultant.

Training:

All training requests must first be made through the Department of Emergency Management (DEM). If the DEM declines the training, the request may be included in the grant application along with the letter of declination.

Requests to contract to provide training must be accompanied by at least two competitive bids. The bids must include an itemized quote and detailed scope of work from the consultant.

State per diem rates (which generally follow the federal GSA rates; (http://www.gsa.gov) will prevail unless local rates are less. Travel eligibility requirements and rates are further defined in SERC policy 8.5. The rates listed below are for calendar year 2023 only and are subject to change.

*If a privately owned vehicle is used for agency convenience, mileage may be reimbursed at the State rate, currently **.655** cents per mile. If a personal vehicle is used for personal convenience, the reimbursement allowed is **.3275** cents per mile. If an agency vehicle is used, reimbursement may be made for fuel charges based on receipt or agency fuel logs. Airport parking **(most economical lot only)** and ground transportation expenses are reimbursable upon presentation of receipts. Rental cars must be pre-approved by the SERC.*

Double click on any box to open an embedded Excel Spreadsheet to enter your data, when finish click anywhere outside the box to re-embed the data into the Word document and then SAVE your work!!!

Consultant / Contract Services / Other		Amount Requested
Name		
	Total Contract Training:	$0.00

Course / Conference Costs				
	Course / Conference Title:			
Registration	Cost per Attendee	# of Attendees		
				$0.00
Hotel	Cost per Night	# of Nights	# of Rooms	
				$0.00
Per Diem	Cost per Day	# of Days	# of Attendees	
				$0.00
Transportation	# of Miles (Round Trip)	Personal Vehicle	# of Vehicles	
		$0.655		$0.00
	# of Miles (Round Trip)	Personal Convenience	# of Vehicles	
		0.3275		$0.00
	Public Transportation	Total $ Amount		
				$0.00
	Cost of Airline Ticket	# of Tickets		
				$0.00
Parking	Cost per Day	# of Days	# of Vehicles	
				$0.00
			Total Course / Conference Costs:	$0.00
			Total Training Costs:	$0.00

Supplies:

List supplies and, if applicable, identify what equipment it is used with.

Supplies Costs:			
Item	***Quantity***	***Unit Price***	***Amount Requested***
Itemized Equipment List will be attached totaling			***Exact $ from list***
			$0
			$0
			$0
			$0
		Total Supplies:	**$0**

Equipment:

Equipment will be considered based on the state contract prices, as applicable. Please consult the State Purchasing Division's website at http://purchasing.nv.gov/contracts/ to determine if your equipment may be eligible for the contract prices. As appropriate, the cost of shipping may be included in the grant request. If requesting an item from a state contract, please include a copy of the webpage with your application. Equipment requests other than those on the state's contract or higher priced than those on this list must be accompanied by a quote from the vendor and justification. Quotes for items not on the state's contract must be dated/active within 30 days of the open allocation cycle.

Communications equipment is subject to the completion of the attached Communications Interoperability Questionnaire.



Communications Interoperability Que

Equipment Costs:			
Item	***Quantity***	***Unit Price***	***Amount Requested***
Itemized Equipment List will be attached totaling			***Exact $ from list***
EPIC Specialist High-Cut Helmet, Asst. Sizes, Ranger GRN	24	$1,061	$25,464
Shipping - Team Wendy	1	$151	$151
Gexmil J-Arm for PVS14 Night Vision	10	$70	$700
Tactical NVG Lanyard, Ranger GRN	24	$16	$384
Gexmil Night Vision Helmet Mount	24	$85	$2,040
MOD Armory J Arm MUM 14, Dovetail	15	$185	$2,775
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
			$0
Total Equipment Costs:			$31,514

V. BUDGET NARRATIVE

This is an explanation of the line items identified in each category. The budget narratives must explain the use of the requested grant funds. Budget narratives must be included for each category for which there is a request for items/services. Justify the relationship between the items listed within each category and the goals and objectives of this grant request. The budget narratives must tie each item requested to the goals and objectives of this project.

Planning -

Explain the basis for selection of each consultant and describe how the service to be provided is essential to achieving established goals.

Click inside gray box to begin typing

Training -

Explain the purpose of the training and how it relates to achieving established goals. Provide location of training, duration, itemized transportation and per diem expenses. If applicable, attach a copy of the letter from the DEM.

Click inside gray box to begin typing

Supplies -
Explain the type of supplies requested and how it relates to achieving the established goals and objectives to support preparedness to combat terrorism.

Click inside gray box to begin typing

Equipment -

Click inside gray box to begin typing

The Carson City Sheriff's Office Special Weapons and Tactics (SWAT) team is a collaboration of tactical personnel from the Sheriff's Office and full-time firefighter-paramedics from the Carson City Fire Department. The Carson City SWAT team is responsible for responding to critical incidents within our jurisdiction and mutual aid requests from surrounding jurisdictions. We are also responsible for the State Capitol as their tactical response team.

SWAT missions include responding to barricaded suspects, active assailants, hostage situations, and protection details, all of which are related to our office's counterterrorism and homeland security response. Our jurisdiction includes several Critical Infrastructure and Key Resource (CIKR) sites because we are the State capital, in addition to our traditional law enforcement duties. Effective communication is critical to the safety of officers, civilians, and suspects in all operational tasks.

The primary objective of this grant proposal is to procure Team Wendy ballistic helmets to replace our aging and outdated protective equipment. Our existing helmets no longer meet the operational demands of modern tactical deployments and limit our ability to effectively integrate current communications and protective systems.

The requested helmets represent a significant advancement in officer safety, comfort, and operational capability. These helmets are designed to integrate seamlessly with modern communication headsets, hearing protection systems, and other mission-critical accessories. This integration directly enhances our team's ability to communicate effectively during high-risk operations.

The upgraded helmet systems will improve fit, stability, and compatibility with dual-communications headsets, allowing personnel to maintain clear, continuous communication in dynamic, high-noise environments. This directly supports coordinated responses between SWAT personnel, command staff, and allied agencies during critical incidents and mutual aid operations.

Additionally, the helmets provide improved ballistic protection, reduced weight, and increased comfort during prolonged deployments. This reduces fatigue and allows operators to remain focused, responsive, and effective throughout extended operations.

By equipping our team with modern ballistic helmets, we will enhance both officer safety and the effectiveness of interoperable communications, ensuring our personnel are properly equipped to respond to critical incidents within our jurisdiction and across regional partnerships.

Thank you for considering our grant proposal. We look forward to the opportunity to enhance our SWAT team's capabilities and ensure our community's safety and security.

Describe the equipment and how it will benefit the project, and why it is necessary to achieving established goals and objectives.

CERTIFIED ASSURANCES
For LEPCs

Grant Title: 2027 UWS Grant

Upon acceptance of funding from the State of Nevada Emergency Response Commission (SERC), the applicant and the lead governmental unit hereby agree to the following Certified Assurances governing the awarding of funds:

A) The applicant assures compliance with the Nevada Administrative Code (NAC) 459.9912 et seq. and SERC policies found at http://serc.nv.gov.

B) **FINANCIAL REPORTS** – The recipient is required to submit, at a minimum, quarterly financial reports to the SERC. Reporting must be made in accordance with all applicable federal, state, and local laws and regulations, and SERC Policies 8.5 and 8.6.

No expenditures or obligations will be eligible for reimbursement if occurring prior to or after the award period. All funds need to be obligated by the end of the grant period and expended by the final report date as stated in the grant award cover letter. Failure to submit proper reports pursuant to current policies may jeopardize future funding from the SERC and could result in a denial of reimbursement of funds expended. Failure to comply with this requirement can result in the delay or denial of future reimbursements.

1) **Request for advance:** May be requested only if expenses total over $2,000.00 and is accompanied by a dated purchase order or quote. Complete and submit a financial report form with the appropriate "request for advance" box checked.

2) **Report on expenditure of advance:** Show the actual expenditure of the advanced funds. Complete and submit a financial report form with the appropriate "report on expenditure of advance" box checked. This report is due **within 30 days** of the date of the advanced check and must include copies of dated invoices and proof of payment. If the amount advanced is more than the amount spent or the advanced amount is not spent within the 30 days, the unexpended funds are to be returned to the SERC within 45 days* of the date of the check.

3) **Request for reimbursement:** Complete and submit a financial report form, at a minimum quarterly, for all expenditures funded by the grant. Include a summary breakdown of expenses, copies of dated invoices, proof of payment and any other documents required by SERC policies. Any other form of documentation for expenditure must be approved by the SERC staff. If additional non-federal funds or resources are used toward the project, report those expenditures as a **match** in the appropriate line on the report form.

4) **Quarterly report required:** If there are no expenditure within the quarter, a report with an explanation of why and the plan for future expenditures is due by the end of the month following the end of the quarter. Due dates for quarterly reports are as follows:

October 30 - for reporting period July 1 to September 30.
January 29 - for reporting period October 1 to December 31.
April 30 - for reporting period January 1 to March 31; and
July 9 - for reporting period April 1 to May 31.

5) **Final report:** There will be no further expenditures, the grant is closed, and no further reports are necessary. This report is due within 30 days after the end of the award period, or any time prior to the end of the award period if no further funds will be spent. Once the final report is processed there will no additional draws allowed for the sub-grant. If reporting is not in by the final date, the remaining funds will be de-obligated.

C) **EXERCISE REPORTS** – To be eligible for grant funding, the LEPC must report to the SERC by January 31st of each year on at least one real event and/or tabletop, functional, or full-scale exercise or drill which utilizes and implements the hazardous materials emergency response plan. Exercise is required at least once every year with every key element of the plan being implemented in the exercises within three years.

D) **GRANT CHANGE REQUEST** – Grant expenditures are authorized for the purposes set forth in this application, as approved in the grant award, and in accordance with all applicable laws, regulations, and policies and procedures of the State of Nevada and the applicable federal granting agency. Requests for change in the project must be submitted to the SERC and approved in writing prior to its implementation. Approval may be required by the Funding Committee if the change is significant, SERC Policy 8.7.

E) The applicant must comply with the provisions for sub-awards stipulated at *2 CFR 200.311.* The applicant assures the fiscal accountability of the funds received from the State Emergency Response Commission will be managed and accounted for by the lead agency's chief comptroller. Internal control and authority to ensure compliance with SERC's documentation, record keeping, accounting, and reporting guidelines will reside with that individual.

F) SERC will **reimburse** the **recipient** reasonable, allowable, allocable cost of performance, in accordance with current federal requirements, Nevada Revised Statute, Nevada Administrative Code, State Administrative Manual, SERC policies and any other applicable fiscal rules, not to exceed the amount specified in the total award amount.

G) The applicant assures it shall maintain data and information to provide accurate financial reports to SERC. Said reports shall be provided in form, by due dates and containing data and information as SERC reasonably requires to administer the program.

H) The applicant will give the SERC, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant or grant requirements. The Uniform Guidance/OMB Guidance provides greater clarity to the role and expectations for pass-through entities conducting oversight of sub-recipients. The Uniform Guidance/OMB Guidance expands on the responsibilities of pass-through entities by providing a more robust system of oversight and monitoring. (see section 200.330 and section 200.331) http://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-sec200-331.pdf

I) The applicant assures **financial reports shall be submitted within 30 calendar** days of the end of each calendar quarter and within 45* days of the end of the grant period and shall be current and actual.

J) The applicant assures funds made available under this grant will not be used to supplant state or local funds.

K) The applicant assures compliance with *2 CFR 200.212 and 180, Non-procurement Suspension and Debarment.* The applicant assures, through the submission of the grant application for funding, neither the lead agency, county government, any of its participating agencies, are potential vendors, contractors or providers debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by any federal department or agency.

L) The applicant assures that it will comply with Administrative Requirements *2 CFR part 200,* Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments appropriate to the award as follows:

1. 49 CFR 110, *Hazardous Materials Public Sector Training and Planning Grants*
2. 49 CFR 18, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Tribal Governments*
3. 2 CFR 225, *Cost Principles for State, Local and Indian Tribal Governments*
4. OMB Circular A-133, *Audits of States, Local Governments and Nonprofit Organizations* (now contained in 2 CFR 200)
5. 49 CFR 20, *New Restrictions on Lobbying*
6. 49 CFR 32, *Government wide Requirements for Drug-Free Workplace*

M) The applicant assures compliance with the below in any programs and activities receiving federal financial assistance:

Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color and national.

49 CFR 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which prohibits discrimination based on disability.

The Age Discrimination Act of 1975, which prohibits unreasonable discrimination based on age.

Title IX of the Education Amendments of 1972, which prohibits discrimination based on gender in educational activities.

N) Any publication (written, visual, or audio) issued by the recipient describing programs funded whole or in part with federal funds, shall contain the following statement:

"This program was supported by Grant **# 27-UWS-__-__**, awarded by the Nevada State Emergency Response Commission (and, if an HMEP grant, the U.S. Department of Transportation). Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position of policies of the State Emergency Response Commission (and, if an HMEP grant, U.S. Department of Transportation)"

The applicant must provide a copy of any such publication to the SERC for the sub-grant file.

O) The applicant fully understands the State Emergency Response Commission has the right to suspend, terminate or de-obligate grant funds to any recipient that fails to conform to the requirements or the terms and conditions of its grant award.

P) **LOBBYING** - No grant funds appropriated will be paid, by or on behalf of the recipient, to any person for influencing or attempting to influence an officer, employee, or a member of Congress, or an officer, employee, or any member of the Nevada State Legislature or local government. The applicant will comply with provisions of Federal law, which limit certain political activities of employees of a state or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. *(5 USC 1501, et seq.)*

Q) Project-related income, (i.e., registration fees, royalties, sales of real and personal property) must be used for the purpose of furthering the goals and objectives of the project or program from which the income was generated. Interest earned must be returned to the State Emergency Response Commission.

R) All activities and purchases utilizing any SERC administered sources of funding must comply with all local, state and federal laws and regulations as well as grant specific requirements. It is the responsibility of sub-grantees to be familiar with any such laws, regulations and requirements.

S) Applicant understands that an updated addendum to the grant may be required based on the federal guidelines or state requirements between now and the time of the award documents based on requirements for State of Nevada or the federal sponsoring agency.

The applicant acknowledges receipt of these Certified Assurances and hereby assures adherence to all the above conditions of a grant award from the SERC.

GOVERNMENTAL UNIT *(I.E., COUNTY COMMISSION, COUNTY MANAGER)*

Name (print): Glen A Martel Title: City Manager

Signature: _____ Date 4/21/26

LOCAL EMERGENCY PLANNING COMMITTEE CHAIRMAN

Name (print): Jon Bakkedahl Title: LEPC Chair

Signature: _____ Date 4/21/2026

RETURN THIS SIGNED FORM WITH GRANT APPLICATION

LEPC COMPLIANCE CERTIFICATION

The following requirements **must be met** by the LEPCs for compliance with federal, State and SERC laws, regulations and policies and procedures. This checklist **must be completed**, signed and returned annually by March 31, even if the LEPC is not a recipient of grant funds.

A check mark in the squares on the left will indicate a YES response.

☐ Have changes in the LEPC Bylaws and Membership list been submitted to SERC?

Bylaws reviewed/updated -	Date:	Submitted:
Membership list reviewed/updated -	Date:	Submitted:

☐ Have LEPC meetings been held, at a minimum quarterly, and have agendas and minutes of all meetings, including special meetings, been forwarded to the SERC?

☐ Has the LEPC submitted all required reports which summarize the financial management of the active grants *(i.e., copies of invoices and verification of expenditures)?*

☐ Has the LEPC reviewed and updated its hazardous materials emergency plan (or hazmat portion of the jurisdiction's "all hazards" plan), NRT-1A, Level of Response Questionnaire and Letter of Promulgation within the last year? Have the review results and updates been submitted to the SERC in writing along with a copy of the LEPC meeting minutes documenting review of the Plan by January 31st?

Plan update –	Date:	Submitted:
NRT–1A update –	Date:	Submitted:
Level of Response Questionnaire update –	Date:	Submitted:
Letter of Promulgation update –	Date:	Submitted:

☐ Has the LEPC reported on at least one incident or exercise (exercise required at least every third year) of its hazardous materials emergency response plan by January 31st?

Indicate the date of the most recent exercise:	Submitted:
Indicate the date of an incident report used in lieu of an exercise:	Submitted:

☐ Has the LEPC met the **annual** requirement of publishing the Emergency Planning and Community Right-to-Know Act "information availability" in the local newspaper? Has the standard Affidavit of Publication been sent to SERC?

Date of publication: Affidavit Submitted:

☐ Has LEPC read SERC policies?

As chairman of _____ Local Emergency Planning Committee, I attest
County Name

all information provided on this Compliance Certification is accurate

_____ 4/21/2026
LEPC Chair Signature Date

RETURN THIS SIGNED FORM WITH GRANT APPLICATI

STAFF REPORT

Report To: Local Emergency Planning Committee **Meeting Date:** June 2, 2026

Staff Contact: Jon Bakkedahl, Emergency Manager

Agenda Title: For Discussion Only: Discussion and presentation regarding the development of an Emergency Management Ambassador Program.

Agenda Action: Other / Presentation **Time Requested:** 15 Minutes

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Proposed Motion
N/A

Board's Strategic Goal
Efficient Government

Previous Action

Background/Issues & Analysis
Emergency Manager Jon Bakkedahl will present a new program being developed to promote community resilience through local leadership.

Applicable Statute, Code, Policy, Rule or Regulation
N/A

Financial Information
Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

Attachment(s):
CC EM Ambassador_ (002).pdf

Motion: _____ 1) _____ Aye/Nay
2) _____ _____
_____

_____
_____
_____

_____
(Vote Recorded By)

Ambassador Program

Community Resilience: Self-Preparedness through Local Leadership

Program Overview

The **Emergency Management Ambassador Program** is a community-based preparedness and resilience initiative designed to strengthen coordination between residents and emergency management agencies before, during, and after disasters.

The program develops trained volunteer ambassadors who serve as community/neighborhood preparedness leaders, helping residents improve self-sufficiency, understand emergency procedures, support vulnerable populations, and maintain communication during incidents.

The program focuses on:

- Household preparedness and home hardening
- Personal evacuation planning
- Community volunteer leadership
- Neighborhood communication networks
- Resource coordination
- Vulnerable population support
- Integration with local emergency management operations

Program Mission

To build resilient communities/neighborhoods through trained community ambassadors who promote preparedness, facilitate communication, and strengthen partnerships between residents and emergency management agencies.

Program Goals

1. Increase household preparedness rates across the community
2. Improve public understanding of local hazards and evacuation procedures
3. Establish trusted community/neighborhood-level communication and leadership networks
4. Support continuity of community functions during disasters
5. Enhance support systems for vulnerable and at-risk populations
6. Reduce strain on emergency responders through increased self-sufficiency
7. Integrate community volunteers into official preparedness and response frameworks

Core Program Components

1. Self-Preparedness Education

Ambassadors educate residents on practical preparedness actions, including:

Home Preparedness

- Water storage
- Emergency food supplies
- Backup power options
- Fire extinguishers and smoke detectors
- Emergency sanitation
- Medical and prescription readiness
- Important document protection
- Pet preparedness

Home Hardening

Hazard-specific mitigation training such as:

- Wildfire defensible space
- Ember-resistant vents
- Seismic securing
- Flood mitigation barriers
- Generator safety
- Utility shutoff procedures
- Weatherproofing
- Safe room planning

Go Bags / Ready Kits

Residents learn how to build:

- 5-7 day evacuation kits
- Vehicle emergency kits (winter-summer)
- Family-ready kits
- Child and infant kits
- Senior and disability support kits
- Pet evacuation kits

Personal Evacuation Planning

Training includes:

- Multiple evacuation routes
- Family reunification plans
- Communication contingencies
- Transportation planning
- Shelter/Temporary Evacuation Point identification
- Out-of-area emergency contacts
- Evacuation triggers and alerts

2. Ambassador Volunteer Leadership Structure

Community/Neighborhood Ambassadors

Serve a specific geographic area or community.

Responsibilities:

- Conduct outreach
- Organize preparedness events
- Share emergency information
- Identify local needs and risks
- Build neighborhood contact networks/lists
- Check on vulnerable residents
- Relay official information
- Coordinate small-area preparedness activities

Functional Specialists

Volunteers with specialized expertise.

- Medical professionals
- Wildfire Volunteers
- HAM radio operators
- CERT-trained volunteers
- Mental health professionals
- Language translators
- Accessibility advocates

3. Training Framework

Foundational Training Curriculum

Module 1 — Emergency Management Fundamentals

- Incident lifecycle
- Local hazards
- Roles of emergency agencies
- Community resilience principles

Module 2 — Household Preparedness

- Emergency kits
- Home hardening
- Utility safety
- Family emergency planning

Module 3 — Communication – IT/Cyber

- Public messaging and Rumor control
- Cultural competency
- IT/Cyber awareness

Module 4 — Resource Coordination

- Distribution points (Churches, Private schools, Community Centers)
- Volunteer coordination
- Donations management
- Community logistics basics

Module 5 — Vulnerable Population Support

- Elderly and youth support
- Disability-inclusive preparedness
- Transportation challenges
- Language access
- Behavioral health considerations

Module 6 — Community Networking

- Neighborhood organizing
- Trust building
- Event facilitation

- Conflict de-escalation

Module 7 — Emergency Operations Integration

- Emergency Operations Center (EOC) structure
- ICS/NIMS basics
- Situation reporting
- Information flow protocols

4. Vulnerable Population Support Strategy

A major mission of the program is to ensure that at-risk populations are not isolated during emergencies.

Priority Populations

- Seniors - Children
- People with disabilities
- Medically fragile individuals
- Non-English-speaking households
- Low-income residents
- Socially isolated individuals
- Residents without transportation
- Unsheltered populations

Ambassador Support Functions

- Preparedness assistance visits
- Welfare checks
- Evacuation assistance coordination
- Communication assistance
- Resource referrals
- Translation support
- Supply delivery coordination

5. Community Communication Network

Multi-Layer Communication Model

Preparedness Phase

- Community meetings

- Social media groups
- SMS notification lists
- Printed preparedness materials
- Neighborhood maps

Disaster Phase

- Official alert amplification
- Community/neighborhood status reporting
- Communications backup
- Welfare status checks
- Resource need reporting

Recovery Phase

- Damage reporting support
- Recovery information dissemination
- Volunteer coordination
- Community recovery events

6. Integration with Official Emergency Management

The ambassador program should formally integrate into the Local Emergency Planning Committee (LEPC).

Recommended Integration Areas

Emergency Operations Plans

Include ambassadors in:

- Public information coordination
- Community outreach
- Resource distribution support
- Shelter support functions

Emergency Operations Center Liaison

Designate:

- Volunteer coordinator
- Community liaison officer

- Ambassador reporting channels

Information Sharing

Create protocols for:

- Situation updates
- Rumor management
- Resource requests
- Damage observations
- Welfare concerns

Organizational Structure

Suggested Governance Model

Program Sponsor

- Carson City Emergency Management & Public Information Officer (PIO)
- Carson City Fire Department (CCFD)
- Carson City Sheriff's Office (CCSO)
- Carson City Health and Human Services Department (CCHHS)
- Carson City Public Works (CCPW)
- Carson City Information and Technology Department (CCIT)
- Nonprofit organizations (Northern Nevada Dream Center & American Red Cross)

Leadership Team

- Program Manager
- Volunteer Coordinator
- Training Coordinator
- Communications Lead
- Community Outreach Lead

Ambassador Network

- Community/neighborhood ambassadors
- Specialists

Recruitment Strategy

Target Recruitment Sources

- CERT members
- Wildfire volunteers
- Retired public servants
- HOA leaders
- Faith-based organizations
- Neighborhood associations
- Schools and colleges
- Community nonprofits
- Amateur radio clubs
- Service organizations

Desired Ambassador Traits

- Trusted within the community
- Reliable communicator
- Calm under stress
- Inclusive mindset
- Community-oriented
- Able to work collaboratively

Suggested Program Activities

Quarterly Activities

- Go-bag workshops
- Home hardening demonstrations
- Neighborhood exercises

Annual Activities

- Full-scale community exercise
- Ambassador certification renewal
- Hazard awareness campaigns
- Community preparedness and resilience summit/fair

Technology and Tools

Recommended Tools

- GIS neighborhood mapping
- Mass notification systems
- Volunteer management software
- Resource tracking platforms
- Radio communication systems
- Mobile reporting apps (Signal groups)

Metrics and Evaluation

Program Success Indicators

Preparedness Metrics

- Number of households reached
- Percentage of residents with go bags
- Number of evacuation plans completed
- Home hardening participation rates

Volunteer Metrics

- Active ambassadors
- Retention rates
- Training completion rates
- Exercise participation

Community Impact Metrics

- Increased alert enrollment
- Reduced evacuation delays
- Improved vulnerable resident support
- Enhanced disaster communication effectiveness

Implementation Roadmap

Phase 1 — Program Design (Months 1)

- Develop program scope
- Develop curriculum
- Establish partnerships
- Define governance
- Create SOPs

- Build outreach materials

Phase 2 — Pilot Program (Months 2-4)

- Recruit first ambassadors
- Conduct foundational training
- Launch pilot neighborhoods
- Evaluate initial outcomes

Phase 3 — Expansion (Months 5-12)

- Scale ambassador network
- Integrate with EOC processes
- Conduct exercises
- Build specialized teams

Phase 4 — Sustainment (Ongoing)

- Annual refresher training
- Community exercises
- Continuous recruitment
- Program evaluation and improvement

Sample Ambassador Responsibilities

Before Emergencies

- Educate residents
- Promote preparedness
- Build neighborhood relationships
- Identify vulnerable residents
- Conduct outreach events

During Emergencies

- Share verified information
- Conduct welfare checks when safe
- Report unmet needs
- Assist with resource coordination
- Support evacuation communication

After Emergencies

- Share recovery information
- Coordinate volunteer support
- Assist with community recovery efforts
- Support with disaster mental/behavioral health needs
- Document lessons learned

Partnership Opportunities

Potential partners include:

- Emergency management - PIO
- CCFD
- CCSO
- CCHHS
- Carson City School District
- NV Energy and Southwest gas
- Faith-based organizations
- Carson Tahoe Hospital
- Northern Nevada Dream Center / American Red Cross
- Community foundations (Rotary, Elks, etc)
- Western Nevada College (WNC)
- Washoe Tribe
- National Weather Service

Program Motto

"Community leaders. Prepared Neighbors. Resilient Communities."

Optional Advanced Components

Youth & Senior Preparedness Initiative

Develop ambassadors through:

- Schools
- Scouts
- Teen CERT
- Senior Center
- Library

- Parks, Recreation & Open Space (CCPROS)

Business Resilience Partnership

Coordinate with local businesses on:

- Continuity planning
- Supply chain resilience
- Emergency communication
- Resource support

Deliverables

The program Guides:

- Ambassador handbook
- Resident preparedness guide
- Go-bag checklist
- Home hardening checklists
- Evacuation planning templates
- Communication SOPs
- Volunteer code of conduct
- Training certification standards
- Community resource directory

Long-Term Vision

A mature Emergency Management Ambassador Program becomes a trusted, community-embedded resilience network that:

- Reduces disaster impacts
- Strengthens public trust
- Enhances local coordination
- Improves preparedness culture
- Supports faster recovery
- Builds sustainable community resilience

STAFF REPORT

Report To: Local Emergency Planning Committee **Meeting Date:** June 2, 2026

Staff Contact: Jon Bakkedahl, Emergency Manager

Agenda Title: For Discussion Only: Reports of Committee Members.

Agenda Action: Other / Presentation **Time Requested:** 5 minutes

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Proposed Motion
N/A

Board's Strategic Goal
Safety

Previous Action
N/A

Background/Issues & Analysis
N/A

Applicable Statute, Code, Policy, Rule or Regulation
N/A

Financial Information
Is there a fiscal impact? No

If yes, account name/number: N/A

Is it currently budgeted? No

Explanation of Fiscal Impact: N/A

Alternatives
N/A

Motion: _____ 1) _____ Aye/Nay
2) _____ _____
_____
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_____
_____

_____

(Vote Recorded By)