



STATE OF NEVADA MEETING NOTICE AND AGENDA NEVADA INTRASTATE MUTUAL AID COMMITTEE

Name of Organization: Nevada Intrastate Mutual Aid Committee

Date and Time of Meeting: December 7, 2022, at 9:00 a.m.

Place of Meeting: There will be no physical location for this meeting. The meeting can be listened to, or viewed live, over the Internet through the Nevada Division of Emergency Management YouTube channel at:
<https://www.youtube.com/channel/UCFGa6exzrZdlqA6PP55kfqq>

Conference Line: Conference line #: 1-669-219-2599
Meeting ID# 686 738 8625
When prompted for Participant ID, please press #

Current Voting Membership			
Name	Organization	Name	Organization
Roy Anderson	Washoe County School District	Matt Petersen	Elko County
Ron Bollier	NV Division of Forestry	Deb Pierce	Civil Air Patrol
Tod Carlini	East Fork Fire Protection District	Ken Quiner	Washoe Tribe of NV and CA
LTC Kyle Cerfoglio	NV National Guard	Billy Samuels	Clark County Fire Dept - Deputy Chief
Kelly Echeverria	Washoe County Emergency Manager	James Simpson	NV Department of Public Safety/NV State Police (DPS/NSP) -- Highway Patrol
Jeanne Freeman, Vice Chair	Carson City Health and Human Services	Jerome Tushbant	CC Sheriffs Dept
Mike Heidemann	Churchill County	James Walker	NV Dept of Transportation
Sam Hicks	Truckee Meadows Fire Protection District		
Don Pelt	Pyramid Lake Paiute Tribe		
Current Non-Voting Membership			
Jon Bakkedahl, Chair	NV Division of Emergency Management/ Homeland Security (DEM/HS),	Eric Wilson	DEM/HS
Lanita Magee	DEM/HS		



STATE OF NEVADA MEETING NOTICE AND AGENDA NEVADA INTRASTATE MUTUAL AID COMMITTEE

This meeting will be video or teleconferenced as specified beginning at 9:00 a.m. The Intrastate Mutual Aid Committee (Committee) may act on items marked "For Possible Action." Items may be taken out of the order presented on the agenda at the discretion of the Chair. Items may be combined for consideration by the Committee at the discretion of the Chair. Items may be pulled or removed from the agenda at any time.

Please Note: Witnesses wishing to have their complete testimony/handouts included in the permanent record of this meeting should provide a written or electronic copy to the Committee administrative support staff. Minutes of the meeting are produced in a summary format and are not verbatim.

1. **CALL TO ORDER AND ROLL CALL** – Chair, Jon Bakkedahl.
2. **PUBLIC COMMENT** – (Discussion Only) – No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. Public comments may be limited to 3 minutes per person at the discretion of the Chair. Comments will not be restricted based on viewpoint.

To provide testimony during this period of public comment via telephone, please call in any time after 8:30 a.m. on the day of the meeting by dialing 1-669-219-2599. When prompted to provide the Meeting ID, please enter 686 738 8625 and then press #. When asked to provide public comment, please press *6 to unmute your phone and *6 again when your comments are complete.

Please be advised that the YouTube stream will be between 60-90 seconds behind the live meeting. If you would like to present public comment, please call in using the above number to hear the meeting live.

3. **APPROVAL OF MINUTES** – (Discussion/For Possible Action) – Chair, Jon Bakkedahl. The Committee will discuss and review the minutes of the June 15, 2022, Committee meeting. The Committee will determine whether to approve the meeting minutes.
4. **INTRODUCTION OF NEW COMMITTEE MEMBERS** – (Discussion Only) – Chair, Jon Bakkedahl. Chair Bakkedahl will introduce new Committee members: Roy Anderson, Emergency Manager for Washoe County School District; LTC Kyle Cerfoglio, Nevada National Guard (NVNG); Matt Petersen, Fire Chief for Elko County; and James Simpson, Captain for DPS/NSP--Highway Patrol Headquarters.
5. **ANNOUNCEMENT OF NEW TRIBAL INTRASTATE MUTUAL AID SYSTEM (IMAS) PARTICIPANT** – (Discussion Only) – Chair, Jon Bakkedahl. Chair Bakkedahl will announce that Ely Shoshone Tribe has passed a tribal resolution to opt into the IMAS, becoming the sixth Tribal nation to join.

6. **BILL DRAFT REQUEST (BDR) SUBMISSION FOR NEVADA REVISED STATUTE (NRS) 414.080** – (Discussion Only) – Chair, Jon Bakkedahl. Chair Bakkedahl will discuss the submission for changes to verbiage for paid personnel versus volunteers, under NRS 414.080(2), for Intrastate Mutual Aid System (IMAS).
7. **PRESENTATION ON REAL WORLD EVENTS** – (Discussion Only) – Eric Wilson, DEM/HS. The Committee will discuss real world incidents and events occurring from June 2022 through November 2022 for which DEM/HS deployed resources to assist local jurisdictions. Mr. Wilson will also provide an update on DEM's efforts to field an Incident Management Assistance Team (IMAT) as set forth in NRS 414.080.
8. **IMAS MISSION READY PACKAGES (MRPS)** – (Discussion/For Possible Action) – Eric Wilson, DEM/HS. Mr. Wilson will lead a discussion on the need to develop MRPs to ensure quick reply and selection for the deployment of Nevada resources. The Committee will discuss and review the process and determine if and when DEM/HS should establish these packages by resource equipment and overhead typing.
9. **PUBLIC COMMENT** – (Discussion Only) – No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. Public comments may be limited to 3 minutes per person at the discretion of the Chair. Comments will not be restricted based on viewpoint.

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10. **ADJOURNMENT** – (Discussion/For Possible Action)

This is a public meeting. In conformance with the Nevada Public Meeting Law, this agenda was posted or caused to be posted on or before 9:00 a.m. on December 2, 2022, at the following:

Nevada Operations center, 2478 Fairview Drive, Carson City, NV;
and

Posted to the following websites:

- Nevada Division of Emergency Management and Homeland Security Public Meeting Notifications/Information Website:
https://dem.nv.gov/DEM/DEM_Public_Meeting_Information/
- Nevada Public Notice Website: www.notice.nv.gov

To navigate to Division of Emergency Management and Homeland Security administered meetings, please do the following:

- Within the Government column, select **State**.

- Within the Entity column, select **Office of the Military – Division of Emergency Management.**
- Within the Public Body column, select the **Nevada Intrastate Mutual Aid Committee**; results will populate on the page.

We are pleased to make reasonable accommodations for members of the public who are disabled. If special arrangements for the meeting are necessary, or if there is a need to obtain copies of any supporting meeting materials, please notify Shari Grennan, Division of Emergency Management and Homeland Security, at 775-687-0300. 24-hour advance notice is requested. Thank you.



STATE OF NEVADA MEETING MINUTES NEVADA INTRASTATE MUTUAL AID COMMITTEE (IMAC)

Attendance	DATE		June 15, 2022		
	TIME		10:00 a.m.		
	METHOD		Zoom/Teleconference		
	RECORDER		Shari Grennan		
Appointed Voting Member Attendance					
Member Name	Present	Member Name	Present	Member Name	Present
Jon Bakkedah– Chair (Non-Voting)	X	Mike Heidemann	X	Deb Pierce	ABS
Jeanee Freeman – Vice Chair	X	Jeremy Hynds	ABS	Ken Quiner	X
Mike Allen	X	Sam Hicks	ABS	Billy Samuels	X
Ron Bollier	X	Kerry Lee	X	Jerome Tushbant	ABS
Tod Carlini	X	Bill Murwin	ABS	James Walker	X
Brett Compston	X	Don Pelt	X	Mike Wilson	ABS
Kelly Echeverria	X	Matt Petersen	ABS		
Legal/Administrative Support Attendance					
Representative		Entity			Present
Samantha Ladich – Senior Deputy Attorney General		Office of the Nevada Attorney General			X
Eric Wilson – Committee Support		Nevada Division of Emergency Management			X

1. CALL TO ORDER AND ROLL CALL

Chair, Jon Bakkedahl, called the meeting to order. Roll call was performed by Shari Grennan, Nevada Division of Emergency Management/Homeland Security (DEM/HS). Quorum was established for the meeting.

2. PUBLIC COMMENT

Chair Bakkedahl, opened discussion for public commentary.

Chair Bakkedahl stated that a BDR has been submitted for changes to verbiage for paid personnel versus volunteers under IMAC, and it will be seen as an agenda item in the future.

Billy Samuels, Clark County, mentioned that the agenda needs an area for non-

voting membership and does not have Chair Bakkedahl's name on it. He also asked if there would be financial trainings on the forms.

3. APPROVAL OF MINUTES

Chair Bakkedahl opened this agenda item for approval of the minutes from the December 15, 2021, IMAC meeting.

James Walker, Nevada Department Transportation requested a change in Item #6, page 5 to change his name from Jimmy Walker to James Walker. Billy Samuels put forward the motion with the above-mentioned change. Todd Carlini, East Fork Fire Protection District Chief, seconded. Mike Allen abstained. Motion passed.

4. ANNOUNCEMENT OF NEW TRIBAL INTRASTATE MUTUAL AID SYSTEM (IMAS) PARTICIPANT

Chair Bakkedahl opened this agenda item for discussion. Chair Bakkedahl informed the Committee that the Washoe Tribe of Nevada and California has passed a resolution to opt into the Intrastate Mutual Aid System (IMAS), bringing the total number of engaged tribal partners to five, along with: Reno-Sparks Indian Colony; Yerington Paiute; Las Vegas Paiute; and Pyramid Lake Paiute. Chair Bakkedahl informed the Committee that DEM is trying to get all federally recognized tribes involved with this system and further indicated that no members have opted out as of this time.

Tod Carlini, Douglas County, asked to be notified when DEM holds its meetings with the Washoe Tribes.

Chair Bakkedahl indicated that he would ensure that tribal leadership and county emergency managers are notified when DEM will be in the area or jurisdiction.

Ken Quiner, Washoe Tribe, indicated that he, too, would contact Tod Carlini.

5. INTRODUCTION OF NEW COMMITTEE MEMBERS

Chair Bakkedahl introduced new Committee member, Matt Petersen, Fire Chief for Elko County. Chair Bakkedahl explained that Mr. Petersen was unable to attend today's meeting due to a conflict but will be at future meetings throughout his upcoming two-year term on the Committee.

6. COMMITTEE BYLAWS UPDATE

Chair Bakkedahl presented the copies signed by the Chair and Vice Chair. Chair Bakkedahl indicated that he and Jeanne Freeman conferred and reviewed the

current bylaws and made one subtle change of including a he or she pronoun prior to signing. Bylaws were approved at the prior meeting already.

There were no additional comments.

7. APPROVAL OF IMAS POLICIES AND PROCEDURES GUIDE

Eric Wilson, DEM/HS, asked for comments on the draft of IMAS Policies and Procedures Guide.

Vice Chair Jeanne Freeman asked Billy Samuels if the guide includes the information that would have been needed based on last year's response to the Caldor fire and the request for resources from other jurisdictions.

Billy Samuels indicated that it should. Mr. Samuels explained that there is a slight difference in funding and county reimbursement for requests depending on whether the requests come from NDF or DEM. Mr. Samuels will review in depth and if needed, would request this be an agenda item for a future meeting.

Vice Chair Jeanne Freeman indicated her understanding that where the funding request comes from would make a difference but asked if this became something requested from the state of jurisdiction, how this would be addressed.

Chief Lewis indicated that he is reviewing, as well, and believes the majority will meet the needs, but wants to read through everything to ensure that everything needed is captured.

Chair Bakkedahl indicated that whether an agency submits billing to NDF or DEM, DEM will work with the agency. Chair Bakkedahl further indicated that DEM is still working out the issues and the steps to make sure each state agency is getting the appropriate stuff to fulfill the payment. Chair Bakkedahl agreed with Chief Lewis that this is a living document and changes can be made moving forward.

Eric Wilson added that DEM/HS can confer with Fiscal and Grants, as well.

Ron Bollier, Nevada Department of Forestry, indicated anyone unsure of where the request for reimbursement should go should send to one or the other in order for the request to be tracked and routed to where it belongs.

Lanita Magee, DEM/HS suggested sending the requests to both agencies so that both agencies have visibility and can immediately react.

Billy Samuels discussed testing this process with an exercise or a drill for the fiscal side at both the state and the county.

Chair Bakkedahl concurred and indicated that there are a number of exercises coming up through the end of the year into which this objective can be

incorporated. Chair Bakkedahl asked if anyone wished to make a motion or if the approval should be tabled until the next scheduled meeting.

James Walker commented on the formatting in Section 1-D regarding IMAS participants' responsibilities and indicated that subsection D-3 is hidden inside of D-2, making the section a bit confusing on page 5. Next, on page 8 in Section 4, Part D, Jim indicated there may be some confused wording.

Vice Chair Jeanne Freeman indicated that the verbiage in 4-D makes sense.

Lanita Magee proposed removing the word "from", so it reads "request capability needed to respond to the emergency when mutual aid has been exhausted or anticipated to be exhausted" to clean up the language.

James Walker confirmed that this clarified the section for him.

Kelly Echeverria, Washoe County, concurred with the revision.

Chair Bakkedahl indicated that this would be added to the next agenda due to a few grammatical changes still needing to be made. Chair Bakkedahl asked for a motion that everyone submit their recommended changes to Eric Wilson within the next 10 business days.

Vice Chair Freeman questioned whether these grammatical changes cause this to not be functional in a way that it changes the operation of the document.

James Walker indicated one more change on page 10 regarding the referral to "See an explanation of FEMA, State and Territorial, Tribal, and Local Rates in Appendix C", this should refer to Appendix D.

Tod Carlini questioned a section on page 10, asking who would actually be policing the moving of resources statewide, indicating the need to ensure that all resources are listed and typed appropriately.

Lanita Magee indicated that it is up to the agency that owns the resource to type the equipment, which is where the challenges arise and requested feedback offline that might help to refine this.

Billy Samuels indicated his belief that this would never be flawless given the myriad of different resources and concurred with Chief Carlini that a resource toolkit will help typing-wise.

Scott Lewis asked what resource guide should be referenced regarding Chief Carlini's concern.

Lanita Magee indicated that she and Eric Wilson agree that the FEMA Resource Library Typing Tool is the National standard and should be used.

Chair Bakkedahl indicated that this typing tool is referenced at the bottom of paragraph 1 on page 10, pointing to Appendix C for that information.

Brett Compston, NV National Guard, moved to approve the document with the modifications as proposed. Jeanne Freeman, Quad County, seconded the motion. Motion passed unanimously.

8. PRESENTATION ON REAL WORLD EVENTS

Lanita Magee, DEM/HS, indicated that the members of the Committee should all have a handout with the 44 duty officer responses that have occurred. Ms. Magee explained that support provided to local jurisdictions from November to May of 2022 included deploying resources to assist on New Year's Eve in Las Vegas, the Electric Daisy Carnival, and winter weather response; the Pro Bowl and the NFL draft required a state liaison on-scene to react and coordinate quickly should the need arise.

Lanita Magee informed the Committee that the last meeting of the Incident Management Assistance Team will take place later today to finalize the standard operating guidelines for the team. Ms. Magee indicated that once those are approved by DEM, they will be pushed out simultaneously to the listserv with the application for the Incident Management Assistance Teams so that they can begin. Ms. Magee indicated that single resources for the mobile vaccination units and other planned events have been deployed without the standard operating guidelines in place, and those need to be shored up.

Lanita Magee next reported that two different people have been credentialed in three separate positions in the Type 3 All Hazards Incident Management Team world, and more individuals are working on it. Ms. Magee further indicated that there is a team that has requested to support South Lake Tahoe or Stateline during the upcoming New Year's Events, and DEM is working with Las Vegas Metro in the event that they may need support for the 2024 NFL Super Bowl. Lanita Magee asked if there were any questions.

Chair Bakkedahl requested that Ms. Magee inform the Committee of the task books to which individuals are being certified.

Lanita Magee indicated that the task books are the national level, the FEMA National Qualification System All Hazards Position Task books, which are applicable from Type 1 to Type 5 level. Ms. Magee indicated that they are being used at the Type 3 level and reiterated the importance of nationwide consistency so that if resources are sent out of state, they will be able to meet the expectation of performing at a certain level.

Chief Todd Carlini asked for clarification on whether there had already been a request made for New Year's Eve in South Lake Tahoe.

Lanita Magee explained an informal request was made by Chief Lindgren, South Lake Tahoe, requesting DEM send a short team to support their personnel, and provide coaching and mentoring, in order to sign-off on personnel's position task books. Lanita Magee assured Chief Carlini she would encourage the request be submitted through formal process.

9. APPROVAL OF IMAS REIMBURSEMENT FORMS

Eric Wilson stated the forms are the same as they were presented at the last meeting and asked if there were further questions or comments.

Lanita Magee informed that when a jurisdiction submits more than one package and cuts and pastes, this can cause issues with some of the formulas and as such, reminded the Committee that when submitting multiple packages, members should start from the beginning each time so as not to corrupt the calculations.

Chair Bakkedahl indicated that these forms are similar to what is used in the EMAC process; they have been adjusted for Nevada purposes. As such, this is a standardized process that is formalized and has already been in use for several years.

Vice-Chair Jeanne Freeman asked how this information would be distributed to the 17 counties and tribal partners who have signed onto the IMAS, once approved.

Chair Bakkedahl indicated that they would immediately be sent out for everyone's use along with basic instructions. Chair Bakkedahl reminded the Committee of the plan to incorporate this into an exercise later in the year, per Chief Samuels' public comment. Chair Bakkedahl further indicated that there are dates for three public, week-long workshops across Nevada that will be released shortly to everyone.

Vice Chair Jeanne Freeman suggested that because these are not forms that many jurisdictions will use frequently, a filled-out sample form would be a good guideline for a starting point for users.

Lanita Magee concurred with Ms. Freeman's suggestion.

Eric Wilson indicated that there will also be DEM fiscal staff assistance in training local jurisdictions.

Chair Bakkedahl also concurred with Ms. Freeman's suggestion of a sample form.

Vice Chair Jeanne Freeman, Quad County Health and Human Services, moved to approve the IMAS Reimbursement Forms as presented. James Walker, NV Dept. of Transportation, seconded the motion. Motion passed unanimously.

10. NAC 414A REGULATION REVIEW AND REPORTING REVISIONS

Chair Bakkedahl explained the items to be contained in the year-end report, as outlined in NAC 414A.050 and due by June 30th annually are itemized, which is due by June 30th of each year, include:

- a. Information relating to declared emergencies and disasters in this during that fiscal year:

Lanita Magee indicated that the two declared emergencies in the state during the fiscal year were the Caldor fire and the snow event in December of 2021

- b. Information relating to undeclared emergencies and disasters in this State that were monitored by DEM during that fiscal year:

Lanita Magee indicated that the Nye County Storm falls under this item.

- c. Resources that were requested through the System and fulfilled within this State during that fiscal year and the status of those requests:

Eric Wilson informed the Committee that there should be an attachment indicating the four resource requests fulfilled within the state during the last fiscal year, the status of which are as follows: 24 and 27 are standing with Nevada Division of Forestry; and 47 and 72 have been paid. Other resource requests were funded through the Nevada Division of Forestry and Wildland Fire Protection Program.

- d. An update, in the form of a financial report, on the status of reimbursements of the costs of requests described in paragraph (c):

This item was addressed by Eric Wilson in Item c.

- e. Resources that were requested through the System by other states and fulfilled through the Emergency Management Assistance Compact during the fiscal year and the status of those requests:

Lanita Magee informed the Committee that no resources were requested through EMAC, but EMAC resources were received from the State of California. Ms. Magee indicated that the reimbursement request that was submitted based on the response to the Caldor fire was for \$534,541.61.

Tod Carlini asked Lanita if this is the request that he is questioning.

Lanita Magee replied that it is not; Chief Carlini's request is currently with the payment finance section. Ms. Magee indicated that following this meeting, she would follow up on his behalf.

Lanita Magee indicated that representatives from the State of California EMAC group were deployed to the State of Emergency Operations Center and then coordinated the deployment of additional assets to support the mega shelter taking place in the city of Reno that was being run by State of California assets with the support of Washoe County.

Chair Bakkedahl clarified that this was the request in which Chief Carlini was inquiring about.

- f. Information relating to the status of this State's inventory of resources for responses to emergencies:

Eric Wilson explained that several requests were sent out to update the inventory resources throughout the state and several were received.

IMAS System Updates:

- a. Number of political subdivisions who have opted out of the System.

Chair Bakkedahl reported that there are no political subdivisions who have opted out of the system.

- b. Number of Tribal Nations who have opted into the System.

Chair Bakkedahl indicated that 5 tribal nations have now opted into the system.

- c. Number and status, of Emergency Management Assistance Compact (EMAC) deployments.

Lanita Magee reported that this number is zero.

- d. Outreach conducted by DEM to participants regarding policies and procedures.

Chair Bakkedahl reminded the Committee that Eric Wilson has sent these out a number of times, they have now been submitted, and that Committee members have 10 days to respond with comments regarding additional edits. Chair Bakkedahl indicated that, if necessary, this would be agendized for the next meeting; and if not, it has been approved, so it is good to move forward. Chair Bakkedahl further indicated that DEM is working with tribal participation through NTECC.

Eric Wilson added that DEM will also be working through the school district to raise awareness of IMAS because there is a staff member that is now on the State Committee for School Safety.

Lanita Magee informed the Committee that the State is expecting a higher-than-average hurricane season and one of the things that can be done through the EMAC is to create mission-ready packages to be able to deploy resources and personnel. Ms. Magee asked anyone interested in working on this to reach out to her directly.

Vice Chair Jeanne Freeman asked how many tribal nations have not yet opted into IMAS.

Chair Bakkedahl indicated that 22 of the 27 tribes have not yet opted in.

Chair Bakkedahl closed Agenda Item 10.

11. PUBLIC COMMENT

Chair Bakkedahl opened discussion for public comment.

Sheriff Mike Allen, Humboldt County, advised the Committee this would be his last meeting since Carol Lynn is now the Emergency Manager for Humboldt County. He thanked the Committee and stated DEM/HS has made “huge strides”. After 40 years, he is retiring.

Chair Bakkedahl informed the Committee that DEM is creating an IMAC application, which will go out on the Listserv. Applications will be reviewed, and DEM will appoint new IMAC Members. If this application process is successful in retrieving qualified candidates, it may be implemented in other committees. Chair Bakkedahl indicated that this is in hopes of recruiting Committee members who wish to serve rather than simply choosing Committee members.

Vice Chair Jeanne Freeman asked about the bylaws regarding appointment to the Committee.

Chair Bakkedahl indicated that the Chief or his Delegate makes the appointments to the Committee.

There was no additional public comment.

12. ADJOURNMENT

Vice-Chair Jeanne Freeman, Quad County Health and Human Services, motioned to adjourn. Ken Quiner, Washoe Tribe of NV and CA seconded. Motion passed unanimously.

Emergency Management Assistance Compact Mission Ready Package (MRP)

2011-25

Assisting State Emergency Management Mission Reference			
Resource Provider Tracking Number:			
<p>NOTE: Development of a Mission Ready Package does not guarantee deployment on an EMAC mission through your state emergency management agency (SEMA). Development of the MRP should be coordinated with your SEMA. NIMS Resource Typing is not a requirement for developing an MRP under EMAC as all resources are valuable. All costs are estimated based on current data and should be validated at the time the MRP is requested. Costs may vary from the costs estimated in the MRP or the actual costs incurred during the deployment. Therefore, the MRP should be maintained in an operational state of readiness to facilitate both deployment and reimbursement requirements.</p>			
1. MRP Title:		Emergency Support Function (ESF) 12 - Liquid Fuels Shortage Event Support	
2. Resource Provider / Agency Name:		NV Governor's Office of Energy	
3. Location:	Address:	600 East William St, Suite 200	
	City:	Carson City	
	State:	NV Governor's Office of Energy	Zip: 89701
4. Point of Contact:	First Name:	Lorayn	Last Name: Walser
	Phone:	775-434-4534	Mobile:
	24-hr Phone:	775-230-9851	Email: l.walser@energy.nv.gov
5. NIMS Resource Typing (if applicable):			
NIMS Category:	Incident Management	Kind:	Personnel
		Type:	Other
Components:	One (1) Liquid Fuels Shortage Specialist		
Metrics:			
6. Identify Emergency Support Functions (ESFs) Supported:			
ESF #12 - Energy			
7. Mission Capabilities:			

Emergency Management Assistance Compact Mission Ready Package (MRP)

This individual is skilled and experienced in liquid fuels shortage incident response and will provide staff augmentation to assist with ESF 12 functions. This support staff will work with the designated jurisdictional energy office/ESF 12 lead, or in support of a jurisdictional Emergency Operations Center.

8. Detailed Resource Description:

The staff person will support the following tasks and activities:

- For pre-event evacuations, monitor fuel availability and pricing at retail stations using GasBuddy or other fuel monitoring websites.
- Communicate with fuel industry groups and contacts to assess current and anticipated needs; relay this information to state and federal government partners as relevant.
- Coordinate with emergency managers to assess the availability of state resources (e.g., fuel reserves, state fuel for first responders, and other critical fuel users) and identify any shortages or limitations that could affect event response.
- Provide fuel sector situational reports to Governor's office, state leadership, state agencies, local emergency

9. Resource is: Mobile (has transportation component built in)

10. Space and Size Requirements Needed to Carry out Mission:

Space to operate and coordinate with other ESFs within the EOC.

11. Limiting Factors to the Resource:

Compatible communication and integration with local emergency management, fuel providers, and state representatives.

- Road conditions and accessibility.
- Detailed understanding of local/regional impacts from liquid fuels shortages.
- Team members will deploy with a minimum amount of PPE to ensure their personal protection during an initial 72-hour operational period.

12. Logistical Support Needed During Mission:

Briefing on current incident status and utility providers' damage assessment/restoration priorities.

- Access to the EOC and impacted utilities' executive staff.
- Appropriate lodging for staff.
- Transportation to/from the EOC from airport and lodging accommodations.
- Access to internet and telephone, access to customer outage data, and other important fuel provider data.
- Information on critical infrastructure and access and functional needs demographics.

13. Deployment Timeline

N+ 14

Details and Costs for Travel, Personnel, Equipment, Commodities, & Other:

14. Travel:

Enter all Travel cost details under "Travel" tab in worksheet.

Total Personal Vehicle Costs:	\$ -	Total Rental Vehicle Total Costs:	\$ -
Total Governmental Vehicle Costs:	\$ -	Total Air Travel Costs:	\$ -
Total Expenses Meals & Tips (Receipt):	\$ -	Total Meals & Tips (Per Diem):	\$ -
Total Lodging	\$ -	Total Parking Fees:	\$ -
Total Shipment and Transportation Costs:	\$ -		

Identify any transportation requirements:

Emergency Management Assistance Compact Mission Ready Package (MRP)

Transportation will need to be provided for support staff from airport to EOC and to/ from lodging accommodations. Physical security access for any on-site travel to fuel provider facilities will have to be coordinated and approved ahead of deployment.

15. Personnel:

Enter all personnel cost details under "Personnel" tab in worksheet.

Number of Lines of Data Entered	1	Total Number of Personnel Assigned to Mission	1
Total Daily Personnel Costs	\$ 1,836.80	Total Personnel Costs	\$ -

List personnel by Type (if applicable).

1-Liquid Fuels Shortage Specialist

Identify the minimum licenses or certifications carried by the personnel on mission:

Support staff should have experience in energy and emergency management and possess the following skills and abilities:

RESPONSE

- Information sharing
- Facilitating Restoration
- Mitigating Impacts
- Deploying Resources

ABILITY TO GATHER INFORMATION IN THE FOLLOWING AREAS

- Threat forecasting

Requirements for Rotation of Personnel:

Shift length will comply with state and local regulations. Length of deployment to be determined by the requesting jurisdiction.

16. Equipment:

Enter all Equipment cost details under "Equipment" tab in worksheet.

Number of Fuel Consuming Equipment	0	Number of Non-Fuel Consuming Equipment	0
Total Equipment Cost Calculated by Quantity	\$ 2,300.00	Total Equipment Cost Calculated by Rate	\$ -

List all Equipment Requirements:

Electricity and internet access; access to applicable liquid fuels shortage data

Emergency Management Assistance Compact Mission Ready Package (MRP)

Identify the Type of Property (Expendable, Accountable, or Sensitive):

Accountable

Identify any maintenance and rehabilitation requirements needed for this equipment:

Will include the restocking and resupply of items any used

17. Commodities:

Enter all Commodities cost details under "Commodities" tab in worksheet.

Lines of Commodity Data Entered:	1	Total Costs of Commodities:	\$	-
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18. Other:

Enter all Other cost details under "Other" tab in worksheet.

Lines of Other Data Entered	2			
Total Other Cost Calculated by Quantity	\$	100.00	Total Other Cost Calculated by Rate	\$ -

19. ESTIMATED DAILY COSTS ARE GENERATED BELOW. THESE ARE ONLY APPROXIMATIONS FOR DAILY COSTS AND MAY NOT ACCURATELY REFLECT TRUE DAILY COSTS.

	Personnel:	Equipment:	Commodities:	Other:
	\$ 1,836.80	\$ -	\$ -	\$ -
ESTIMATED AVERAGE DAILY COSTS WITHOUT TRAVEL, EQUIPMENT (by daily rate), & OTHER (by daily rate):	\$ 1,836.80			
Enter total number of estimated mission days:				
Travel (costs that are fixed and are not calculated by a daily rate):	#DIV/0!			
Equipment (costs fixed by quantity & not calculated by a daily rate):	#DIV/0!			
Other (costs fixed by quantity & not calculated by a daily rate):	#DIV/0!			
ESTIMATED AVERAGE DAILY COST WITH TRAVEL, EQUIPMENT, OTHER (from above):	#DIV/0!			

20. TOTAL MISSION READY PACKAGE ESTIMATED COSTS:

Travel:	Personnel:	Equipment:	Commodities:	Other:
\$ -	\$ -	\$ 2,300.00	\$ -	\$ 100.00
ESTIMATED TOTAL MISSION COST:		\$ 2,400.00		

Assisting State Emergency Management Mission Reference Number:		0				
Resource Provider Tracking Number:		0				
Total Travel Costs:		\$ -				
Enter Detailed Travel Costs Below:						
Personal Vehicle:						
Personal vehicle rates are calculated by the mileage rates available at www.gsa.gov. Mileage rate includes fuel & wear/tear on vehicle.	Mileage	Mileage on Mission Site	Return Mileage	Rate Per Mile	Total:	
					\$ -	
Rental Vehicle:						
Rental vehicle fee includes the rental rate and fuel.	Vehicle Rental	Insurance (optional)	Total Purchase Cost for Fuel (must submit receipts for reimbursement)		Total:	
					\$ -	
Governmental Vehicle Costs:						
Governmental vehicle costs are for only fuel. Costs for wear/tear on vehicle should be expensed under "Equipment".	Total Cost for Government Vehicle Use (must submit receipts for reimbursement)				Total:	
					\$ -	
Total Air Travel:						
Price of air ticket includes cost to and from mission site.	Cost for Air Travel Ticket(s):		Additional Fee Not Included in the Ticket Purchase Price		Total:	
					\$ -	
Meals/Tips:						
	Total Meal Expense:	Total Meal Expense plus tips (must submit receipts for reimbursement)			Total Actual Meals/Tips	
					\$ -	
While traveling to and from or while on a mission, per diem rates may change. Use a different box to note changes in per diem rates. If more per diem rate boxes are needed, please contact NEMA.	Daily Per Diem Rate:	Per Diem Rate	# of Days @ Rate	# of Personnel	meals/tips at Per Diem Rate	Total Pier Diem Meals/Tips
					\$ -	
	Daily Per Diem Rate:	Per Diem Rate	# of Days @ Rate	# of Personnel	meals/tips at Per Diem Rate	
					\$ -	
	Daily Per Diem Rate:	Per Diem Rate	# of Days @ Rate	# of Personnel	meals/tips at Per Diem Rate	
					\$ -	
	Daily Per Diem Rate:	Per Diem Rate	# of Days @ Rate	# of Personnel	meals/tips at Per Diem Rate	
					\$ -	
	Daily Per Diem Rate:	Per Diem Rate	# of Days @ Rate	# of Personnel	meals/tips at Per Diem Rate	
					\$ -	
	Daily Per Diem Rate:	Per Diem Rate	# of Days @ Rate	# of Personnel	meals/tips at Per Diem Rate	
					\$ -	
	Daily Per Diem Rate:	Per Diem Rate	# of Days @ Rate	# of Personnel	meals/tips at Per Diem Rate	
					\$ -	

Lodging							
Lodging can be input at per diem or actual costs.	Lodging	Lodging Rate	# of Nights @ Rate	# of Rooms	Total Per Day	Total Lodging	
					\$ -	\$ -	
	Lodging	Lodging Rate	# of Nights @ Rate	# of Rooms	Total Per Day	Total Lodging	
					\$ -	\$ -	
	Lodging	Lodging Rate	# of Nights @ Rate	# of Rooms	Total Per Day	Total Lodging	
					\$ -	\$ -	
	Lodging	Lodging Rate	# of Nights @ Rate	# of Rooms	Total Per Day	Total Lodging	
					\$ -	\$ -	
	Lodging	Lodging Rate	# of Nights @ Rate	# of Rooms	Total Per Day	Total Lodging	
					\$ -	\$ -	
	Lodging	Lodging Rate	# of Nights @ Rate	# of Rooms	Total Per Day	Total Lodging	
					\$ -	\$ -	
	Lodging	Lodging Rate	# of Nights @ Rate	# of Rooms	Total Per Day	Total Lodging	
					\$ -	\$ -	
	Lodging	Lodging Rate	# of Nights @ Rate	# of Rooms	Total Per Day	Total Lodging	
					\$ -	\$ -	
	Total Lodging Per Day:		\$ -		Total Lodging per Mission:		\$ -
	Parking Fees						
	Parking may include hotel, airport, or lot fees.	Total Parking Expenses					Total Parking Fees
							\$ -
	Shipment & Transportation Costs for Equipment, Commodities, & Supplies						
	Costs for shipping and transporting equipment, commodities, and supplies to and from the mission site.	Equipment	Commodities	Supplies	Total Shipping & Transportation Costs		
					\$ -		
	Notes/Comments:						
GOE/ESF12 uses federal per diem rates for travel and meals.							

EMAC Mission Ready Package Cost Estimate

Assisting State Emergency Management Mission Reference		0						
Resource Provider Tracking Number:		0						
Equipment is nonexpendable resources. It is expected that equipment used during a mission is the property of the mission provider. Equipment purchased to conduct the mission is the property of the Requesting State and must be left with the state emergency management agency at time of demobilization unless reimbursement for the newly purchased equipment is not requested. Equipment should be fully accounted for both during the mission and when returned home. Costs to decontaminate or restore equipment to pre-mission condition should be included under the "Other" tab within this worksheet. Damaged or destroyed equipment must be documented. Costs for deductibles or items not covered by insurance must be documented and included in the reimbursement package. Rental equipment should be entered under the "Other" tab of this worksheet.								
Total Equipment Calculated by Quantity:		\$	2,300.00		Total Equipment Calculated by Rate:		\$	-
Lines of Equipment Entered:	4	# of Fuel Consuming Equipment:		# of Non-Fuel Consuming Equipment:				
Equipment Costs:								
Equipment Description:		Priced by Quantity			Priced by Equipment Rate			
		Cost Per Item	Quantity	Total Costs	Rate Per Day	Quantity	# of Days Used	Total Cost:
1	Laptop Computer (internet capable), with power strip and vehicle chargers	\$1,000.00	1	\$ 1,000.00				\$ -
2	Cell Phone with charger	\$1,100.00	1	\$ 1,100.00				\$ -
3	Portable printer	\$150.00	1	\$ 150.00				\$ -
4	Wireless hot spot	\$50.00	1	\$ 50.00				\$ -
5				\$ -				\$ -
6				\$ -				\$ -
7				\$ -				\$ -
8				\$ -				\$ -
9				\$ -				\$ -
10				\$ -				\$ -
11				\$ -				\$ -
12				\$ -				\$ -
13				\$ -				\$ -

Equipment Costs:								
Equipment Description:		Priced by Quantity			Priced by Equipment Rate			
		Cost Per Item	Quantity	Total Costs	Rate Per Day	Quantity	# of Days Used	Total Cost:
14				\$ -				\$ -
15				\$ -				\$ -
16				\$ -				\$ -
17				\$ -				\$ -
18				\$ -				\$ -
29				\$ -				\$ -
20				\$ -				\$ -
21				\$ -				\$ -
22				\$ -				\$ -
23				\$ -				\$ -
24				\$ -				\$ -
25				\$ -				\$ -
26				\$ -				\$ -
27				\$ -				\$ -
28				\$ -				\$ -
29				\$ -				\$ -
30				\$ -				\$ -
31				\$ -				\$ -
32				\$ -				\$ -
33				\$ -				\$ -

Equipment Costs:								
Equipment Description:		Priced by Quantity			Priced by Equipment Rate			
		Cost Per Item	Quantity	Total Costs	Rate Per Day	Quantity	# of Days Used	Total Cost:
34				\$ -				\$ -
35				\$ -				\$ -
36				\$ -				\$ -
37				\$ -				\$ -
38				\$ -				\$ -
39				\$ -				\$ -
40				\$ -				\$ -
41				\$ -				\$ -
42				\$ -				\$ -
43				\$ -				\$ -
44				\$ -				\$ -
45				\$ -				\$ -
46				\$ -				\$ -
47				\$ -				\$ -
48				\$ -				\$ -
49				\$ -				\$ -
50				\$ -				\$ -

Assisting State Emergency Management Mission Reference Number:		0		
Resource Provider Tracking Number:		0		
Commodities are expendable (or consumable) resources such as office supplies, sundries, water, ice, snacks, fuel, and other one-time use items. All receipts for commodities must be submitted at the time of reimbursement and must be directly related to the mission.				
Lines of Commodity Data Entered:	1	Total Commodity Costs for Mission Calculated by Quantity:		\$ -
Commodity Costs:				
Commodity Description:		Priced by Quantity		
		Cost Per Item	Quantity	Total Mission Costs
1	Personal Protective Equipment (for 72 hours)- Per CDC guidance			\$ -
2				\$ -
3				\$ -
4				\$ -
5				\$ -
6				\$ -
7				\$ -
8				\$ -
9				\$ -
10				\$ -
11				\$ -
12				\$ -
13				\$ -
14				\$ -
15				\$ -
16				\$ -
17				\$ -
18				\$ -
19				\$ -
20				\$ -
21				\$ -
22				\$ -

Commodity Costs:				
Commodity Description:		Priced by Quantity		
		Cost Per Item	Quantity	Total Mission Costs
23				\$ -
24				\$ -
25				\$ -
26				\$ -
27				\$ -
28				\$ -
29				\$ -
30				\$ -
31				\$ -
32				\$ -
33				\$ -
34				\$ -
35				\$ -
36				\$ -
37				\$ -
38				\$ -
39				\$ -
40				\$ -
41				\$ -
42				\$ -
43				\$ -
44				\$ -
45				\$ -
46				\$ -
47				\$ -
48				\$ -

Commodity Costs:				
Commodity Description:		Priced by Quantity		
		Cost Per Item	Quantity	Total Mission Costs
49				\$ -
50				\$ -
51				\$ -
52				\$ -
53				\$ -
54				\$ -
55				\$ -
56				\$ -
57				\$ -
58				\$ -
59				\$ -
60				\$ -
61				\$ -
62				\$ -
63				\$ -
64				\$ -
65				\$ -
66				\$ -
67				\$ -
68				\$ -
69				\$ -
70				\$ -

EMAC Mission Ready Package Cost Estimate

Assisting State Emergency Management Mission Reference		0					
Resource Provider Tracking Number:		0					
"Other costs" includes anything that would not fall under equipment (non-expendable resource) and commodity (expendable resource). Examples may include mobile phone fees, laundry costs, decontamination, vaccination costs, equipment rental costs, and any other cost not specified elsewhere within the worksheet.							
Lines of Other Data Entered:	2	Total Other Costs Calculated by Quantity:	\$ 100.00	Total Other Costs Calculated by Rate:		\$ -	
Other Costs:							
Other Description:		Priced by Quantity			Priced by Rate		
		Cost Per Item	Quantity	Total Mission Costs	Rate Per Day	Quantity	# of Days Used
1	Cell Phone Service fees			\$ -			\$ -
2	Hotspot fees	\$100.00	1	\$ 100.00			\$ -
3				\$ -			\$ -
4				\$ -			\$ -
5				\$ -			\$ -
6				\$ -			\$ -
7				\$ -			\$ -
8				\$ -			\$ -
9				\$ -			\$ -
10				\$ -			\$ -
11				\$ -			\$ -
12				\$ -			\$ -
13				\$ -			\$ -
14				\$ -			\$ -
15				\$ -			\$ -

EMAC Mission Ready Package Cost Estimate

Other Costs:								
Other Description:		Priced by Quantity			Priced by Rate			
		Cost Per Item	Quantity	Total Mission Costs	Rate Per Day	Quantity	# of Days Used	Total Cost:
16				\$ -				\$ -
17				\$ -				\$ -
18				\$ -				\$ -
29				\$ -				\$ -
20				\$ -				\$ -
21				\$ -				\$ -
22				\$ -				\$ -
23				\$ -				\$ -
24				\$ -				\$ -
25				\$ -				\$ -
26				\$ -				\$ -
27				\$ -				\$ -
28				\$ -				\$ -
29				\$ -				\$ -
30				\$ -				\$ -
31				\$ -				\$ -
32				\$ -				\$ -
33				\$ -				\$ -
34				\$ -				\$ -
35				\$ -				\$ -

EMAC Mission Ready Package Cost Estimate

Other Costs:								
Other Description:		Priced by Quantity			Priced by Rate			
		Cost Per Item	Quantity	Total Mission Costs	Rate Per Day	Quantity	# of Days Used	Total Cost:
36				\$ -				\$ -
37				\$ -				\$ -
38				\$ -				\$ -
39				\$ -				\$ -
40				\$ -				\$ -
41				\$ -				\$ -
42				\$ -				\$ -
43				\$ -				\$ -
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45				\$ -				\$ -
46				\$ -				\$ -
47				\$ -				\$ -
48				\$ -				\$ -
49				\$ -				\$ -
50				\$ -				\$ -