

Washoe County Local Emergency Planning Committee
General Membership Meeting

MINUTES

THURSDAY ~ AUGUST 18, 2011 ~ 9:00 A.M.

REGIONAL EMERGENCY OPERATIONS CENTER

5195 SPECTRUM BOULEVARD, RENO, NEVADA

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

Chair Smith called the meeting to order at 9:03 a.m. A quorum was established.

MEMBERS PRESENT: Jim Caughron – Washoe County Risk Management; Eileen Coulombe – Washoe County Health District; Dave Hunkup – Reno Sparks Indian Colony; Aaron Kenneston – Washoe County Emergency Management; Andy Koski – Sparks Fire Department; Kariann Maitland – Reno Emergency Communications Center; Chet Malewski – Truckee Meadows Water Authority; Michael Munda – Renown; Tim O'Brien – Reno Fire Department; Don Pelt – Pyramid Lake Paiute Tribe; Ron Percivalle – Media; Phil Povey – Truckee Meadows Community College; Jim Reagan – NV Energy; Rob Reeder – Regional Transportation Commission; Scott Smiley – Washoe County Department of Water Resources; Chris Smith – Washoe County School District; Dee Stueve – Associated General Contractors; and Jeff Whitesides – Washoe County Health District.

MEMBERS ABSENT: Brian Allen – Sparks Police Department; Scott Alquist – Truckee Meadows Community College; Greg Befort – Regional Public Safety Training Center; Gary Cummings – Sierra Chemical; Richard Gammick – Washoe County District Attorney; Mike Greene – Sierra Fire Protection District; Jim Gubbels – Regional Emergency Medical Services Authority; Craig Harrison – Washoe County Communications and Security; Mark Katre – Reno Police Department; Jeff Kinder – Nevada Division of Environmental Protection; Teresa Long – Washoe County Health District; Chris Magenheimer – North Lake Tahoe Fire Protection District; Emerson Marshall – Washoe County Sheriff's Office; Joe Nishikida – Reno Fire Department (HazMat); Debbie Penrod – University of Nevada, Reno; Keith Sheridan – Ormat Technologies; Tanya Milelli – American Red Cross and Woody Wright – University of Nevada, Reno.

ALTERNATES PRESENT: Stacey Akurosawa – Washoe County Health District; Gary Beekman – Washoe County Communications and Security; Julie Bender – Regional Public Safety Training Center; Christina Conti – Washoe County Health District; Diane Drinkwater – Washoe County District Attorney's Office; Mike Krysztof – Sierra Fire Protection District; Chris Maples – Sparks Fire Department; Chris Maples – Sparks Fire Department (HazMat); Mitch Nowicki – Regional Emergency Medical Services Authority; Tim O'Conner – Washoe County Sheriff's Office.

ALTERNATES ABSENT: Ed Atwell – University of Nevada, Reno; Debra Barone – Saint Mary's Regional Medical Center; Dawn Clevenger – Ormat Technologies; Larry Cooley – Reno Sparks Indian Colony; Dave Evans – Nevada Division of Environmental Protection; Karli Epstein – American Red Cross; Ron Espalin – Sierra Chemical; Tom Garrison – Sparks Fire Department; John Gilmore – Ormat Technologies; John Helzer – Washoe County District

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Attorney's Office; Bruce Hicks – North Lake Tahoe Fire Protection District; Steve Keefer – Sparks Police Department; Tim Leighton – Sierra Fire Protection District; Tammy Lopes – Reno Fire Department; Jon Madole – Associated General Contractors; Matt Marquez – Sparks Police Department; Tom Martin – American Red Cross; Jon McRae – Nevada Division of Environmental protection; Mike Mieras – Washoe County School District; Kenneth Miller – Pyramid Lake Paiute Tribe; Brad Norman – Truckee Meadows Community College; Russ Pedersen – Washoe County Sheriff's Office; Josh Reynolds – Truckee Meadows Community College; Jeanne Rucker – Washoe County Health District; Bob Sack – Washoe County Health District; Scott Shaw – Reno Police Department; Klark Staffan – Regional Emergency Medical Services Authority; Nida Harjo – Reno Sparks Indian Colony; Beverly Buchanan – Reno Emergency Communications Center; Ella Carthen – Reno Emergency Communications Center; John Potter – Media; Jerry Preston – Washoe County Department of Water Resources; and John Slaughter – Washoe County Management Services and Carlotta Taylor – Washoe County Health District.

Mary Kandaras – Deputy District Attorney, was also present.

2. APPROVAL OF MINUTES – June 16, 2011 (For possible action)

It was moved by Mitch Nowicki, seconded by Jim Caughron, to approve the June 16, 2011, minutes, as submitted. MOTION CARRIED.

3. PUBLIC COMMENTS

Eileen Coulombe – Washoe County Health District, introduced Health Officer Joseph Iser.

Doctor Iser noted that he had already met some individuals in the community, including Aaron Kenneston.

6. GRANT APPLICATION APPROVAL (For possible action) - *Requesting approval from the LEPC (Local Emergency Planning Committee) General Membership to submit a 2012 State Emergency Response Commission (SERC), Hazardous Materials Emergency Preparedness (HMEP) grant. Prioritized and recommended by the LEPC Grants & Finance Subcommittee on August 16, 2011. Taken out of agenda order*

Chair Smith noted that only one application had been received.

Cathy Ludwig – Grants Administrator, explained that the Reno Police Department had submitted two (2) grant requests for training: one for CBRNE (Chemical, Biological, Radiological and Nuclear) Command Structure Training in the amount of \$13,500; and a grant request in the amount of \$31,500 for CBRNE training of thirty (30) SWAT Team members. Ms. Ludwig pointed out that additional details of the training are listed on the spreadsheet provided. Ms. Ludwig asked for two (2) motions; one to authorize submission of

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the grant request; and secondly a motion to approve the two requests as stated above for a total grant request of \$45,000.00

It was moved by Jim Caughron, seconded by Rob Reed, to approve the two (2) grant requests in the amount of \$45,000.00. MOTION CARRIED.

It was moved by Kariann Maitland, seconded by Jim Caughron, to submit the grant application as presented to the State Emergency Response Commission (SERC). MOTION CARRIED.

4. TREASURER'S REPORT (For possible action) – *A review, discussion and possible action to accept Revenue and Payables reports.*

Cathy Ludwig, Grants Coordinator provided an status report on outstanding grants noted that the 2011 SERC (State Emergency Response Commission) for Planning, Training and Operations had been extended from its original June 20, 2011 close through September 2011 as the Reno Fire Department had experienced issues in receiving Tychem suits. Ms. Ludwig then focused on the UWS (United We Stand) and HMEP (Hazard Materials Emergency Preparedness) mid-cycle grants that are expected to be fully expended. Drawing attention to the 2012 SERC grant, Ms. Ludwig noted that the grant had only recently been received and was awaiting approval of the local governing bodies. Additional information should be available at the October 20, 2011, meeting. Ms. Ludwig then noted that the FFY (Federal Fiscal year) 2009 Statewide Mass Fatality grant is drawing to a close with nearly the full amount of \$1,106,000.00 in grant funds having been expended. Drawing attention to the SPARTAN (Schools Prepared and Ready Together Across Nevada) project, Ms. Ludwig noted that \$127,000.00 of the original grant has been encumbered. Ms. Ludwig asked for a motion to accept the treasurer's Report.

It was moved by Jim Caughron, seconded by Eileen Coulombe, to accept the Treasurer's Report, as presented. MOTION CARRIED.

5. GRANT OPPORTUNITIES (For possible action) – *Information and discussion of upcoming and /or existing LEPC (Local Emergency Planning Committee) grants.*

Cathy Ludwig, Grants Coordinator, stated that there were no new grant opportunities to report.

7. LEPC (Local Emergency Planning Committee) REGIONAL HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN (Non-action item) – *Information & discussion of update to the LEPC Hazmat Plan.*

Aaron Kenneston – Washoe County Emergency Manager, explained that there are copies of the Regional Hazardous Materials Emergency Response Plan available to all members for

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review. Mr. Kenneston outlined the annual review and updating process explaining that the intent today (August 18, 2011) is to make sure that interested parties have received a copy of the plan for review. At the October 20, 2011, meeting input will be taken and subsequently incorporated in the document, with final approval being sought at the December 15, 2011, meeting. The final plan will then be submitted to SERC (State Emergency Response Commission) as required annually.

Responding to Jared Hiles inquiry about electronic copies of the plan, Mr. Kenneston explained that the plan is available on CD (Compact Disk) it is somewhat cumbersome as it is a compilation of reports, maps and other data that is ultimately incorporated into the final document final. Mr. Kenneston encouraged those in need of a CD to contact him and to use the CD in conjunction with the printed copy.

8. LEPC (Local Emergency Planning Committee) BYLAWS AND MEMBERSHIP LIST (Non-action item) – *Information and discussion of update to the LEPC Bylaws and Membership List.*

Mary Kandaras - Deputy District Attorney, drew attention to the bylaws and explained recent modifications that removed previous language which limited agencies to a single discipline/category when the Executive Committee was discussing the addition of a separate division within Washoe County Health District. During that discussion it was pointed out that several entities, including the Cities of Reno, Sparks and Washoe County which all have representatives from various disciplines. Ms. Kandaras commented that the appointment of one individual as a primary voting member under one category and as an alternate voting member under a separate category might not be allowable since it could have a detrimental effect on the LEPC's (Local Emergency Planning Committee) ability to achieve quorum as required by the Nevada OML (Open Meeting Law). Ms. Kandaras noted that the OML requires a record of proceeding be maintained in both written and audio formats for public inspection and record.

Responding to Kariann Maitland inquiry about Communications Center having a separate Category, Cathy Ludwig – Grants administrator, noted that on the roll call and membership roster there is a separate category for Communications. The ones listed in the by-laws are those required by SERC. However, the bylaws can be amended to reflect the additional categories.

Chair Smith answered an inquiry from Christina Conti about whether alternates are expected to attend all meetings by stating that the individual agency had the authority to determine whether one or more of the alternates should attend meetings on a regular basis.

In response to Jeff Whitesides inquiry about the possible replacement of an alternate due to active military duty, Ms. Kandaras opined that the agency should appoint a different alternate noting that each agency can replace members as needed.

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Chair Smith closed public comment.

10. UPDATE ON REGIONAL EMERGENCY MANAGEMENT EVENTS (Non-action item)
– *A briefing of regional meetings, events, trainings and exercises.*

Aaron Kenneston - Washoe County Emergency Manager, drew attention to the calendar of events planned through the end of 2011 (copy on file) and explained that he would have the list added to www.readywashoe.com in the future so that individuals may apprise themselves of upcoming events at will. Mr. Kenneston then reminded those present of the August 18 and 19, 2011, COOP Plans writing “one-on-one” workshop and the upcoming August 30, 2011, Training, Exercise and Planning Workshop (TEPW). On September 8th, the Planning Section Damage Assessment Training is scheduled along with the National Preparedness Month event scheduled on September 10, 2011. Other events include the October 3, 2011, Broken Axle After-Action meeting; October 4 - 5, 2011, Information Technology and Private Sector Business Continuity Planning workshop. Events are also scheduled later in October 2011 with the Agriculture and Food Vulnerability Training on the 25 - 27, 2011 and SPARTAN (Schools Prepared and Ready Together Across Nevada) project wrap-up meeting on November 2, Sparks Waste Water Treatment disruption exercise on November 3 and on December 7 - 8, 2011, COOP Statewide Conference/project wrap-up.

11. UPDATE FROM THE RADIOLOGICAL TASK FORCE (Non-action item) – *A briefing on current radiological issues within the region.*

Aaron Kenneston – Washoe County Emergency Manager, noted that the task force had been developed in response to the proposed Yucca Mountain disposal in southern Nevada and more recently has focused on the shipments of legacy radiological waste. An exercise is being planned to develop the next regional steps that should be developed.

9. PRESENTATION BY THE WASHOE COUNTY HEALTH DISTRICT ON THE STRATEGIC NATIONAL STOCKPILE PLAN (Non-action item) - *Information and discussion on the Washoe County Health District Strategic National Stockpile Plan.*

Jeff Whitesides – Washoe County Health District noted that the LEPC (Local Emergency Planning Committee) is comprised of individuals representative of the groups that the plan is being developed to assist. Mr. Whitesides introduced Dr. Randy Todd.

Dr. Todd narrated a PowerPoint® presentation (copy on file) on how the region would respond to a biological attack using anthrax as an example. Dr. Todd outlined the past experience in 2001 with anthrax and more recent H1N1 influenza inoculations. Dr. Todd noted that the needed medicines are stockpiled by vendors and CDC (Centers for Disease Control) and are available within 12-hours of an event. The intent is to distribute either dry (pill forms) or wet (injection) antibiotics the number in a timely manner. Dr. Todd pointed out

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that first responders would be among the first to receive the inoculations or pills to better assist with the program overall. Dr. Todd outlined the different scenarios of distribution/vaccination that would be used and explained that the general public would most likely be assigned a location based on location and first letter of the family surname. Among the issues that will most likely arise is traffic control and security, which would involve local law enforcement and private security companies. Dr. Todd noted that in addition to Washoe County Health District employees, a core group of volunteers is in place to assist in the dispensing and inoculation process.

There were no public comments on the presentation.

12. UPDATE OF CITIZEN CORPS (Non-action item) – *A briefing on events and activities supported by the Washoe County Citizen Corps including, but not limited to, Community Emergency Response Teams (CERT)*

Kaydie Paschall noted that there have been two (2) calls for Citizen Corps assistance during recent wildfires. The next event will be held on September 10, 2011 and will include an awards ceremony as well as informational displays. No public comment

13. LEPC (Local Emergency Planning Committee) PRESENTATION (Non-action item) – *A presentation on Technical Large Animal Emergency Rescue (TLAER). TLAER focuses on large animal emergencies and techniques to rescue animals safely, keeping responders and the untrained public safe.*

SFC (Sargent First Class) Mike Connell - Nevada Army National Guard, narrated a PowerPoint® presentation (copy on file) and explained that the Army as well as the State have provided training opportunities in the Technical Large Animal Emergency Rescue (TLAER) discipline that he is now certified in. SFC Connell pointed out that the State of Nevada has a large number of mining and other issues that can be hazardous to large animals. SFC Connell explained that a horse had become trapped in a swimming pool in Douglas County and recalled that large animals were stranded or killed during various flood events in the Truckee Meadows (E.g. University of Nevada Farms).

SFC Connell then explained that there have been some sixty (60) rescues due to large animals becoming trapped in abandoned mine shaft and that the intent is to keep untrained individuals from attempting to assist in the rescue of a large animal without proper training.

David Hunkup – Reno Sparks Indian Colony left the meeting at 10:08 a.m.

SFC Connell noted that requests for assistance should be made with the County Emergency Manager who will then forward the request to the State DEM (Division of Emergency Management).

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14. **LEPC (Local Emergency Planning Committee) OFFICER, ALTERNATE AND/OR MEMBER ANNOUNCEMENTS, REQUESTS FOR INFORMATION AND SELECTION OF TOPICS FOR FUTURE AGENDAS** (Non-action item) - *No discussion among committee members will take place on this item. The next regular meeting is scheduled at 9:00 a.m. October 20, 2011.*

Chair Smith announced that the LEPC election of officers would be on the October 20, 2011, meeting agenda and encouraged interested parties to contact Cathy Ludwig – Grants Administrator) for an application via email: cludwig@washoecounty.us. Chair Smith noted that the Vice-chair would serve one year as Vice-chair and then move to the Chair's position the following year.

15. **PUBLIC COMMENT** (Non-action item)

There were no public comments.

16. **ADJOURNMENT** (For possible action)

Chair Smith adjourned the meeting at 10:16 a.m.