

# Local Emergency Planning Committee

## General Membership Meeting

### MINUTES

THURSDAY ~ OCTOBER 20, 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 9:06 a.m. A quorum was established.

**MEMBERS PRESENT:** Brian Allen – Sparks Police Department; Julie Bender – Regional Public Safety Training Center; Jim Caughron – Washoe County Risk Management; Eileen Coulombe – Washoe County Health District; Craig Harrison – Washoe County Communications and Security; Dave Hunkup – Reno Sparks Indian Colony; Mark Katre – Reno Police Department; Aaron Kenneston – Washoe County Emergency Management; Andy Koski – Sparks Fire Department; Kariann Maitland – Reno Emergency Communications Center; Tim O'Brien – Reno Fire Department; Debbie Penrod – University of Nevada, Reno; Phil Povey – Truckee Meadows Community College; Ron Percivalle – KTVN Channel 2; 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:** Scott Alquist – Truckee Meadows Community College; Marshall Emerson – Washoe County Sheriff's Office; Richard Gammick – Washoe County District Attorney's Office; Mike Greene – Sierra Fire Protection District; Jim Gubbels – Regional Emergency medical Services Authority; Jeff Kinder – Nevada Division of Environmental Protection; Teresa Long – Washoe County Health District; Chris Magenheimer – North Lake Tahoe Fire Protection District; Chet Malewski – Truckee Meadows Water Authority; Tanya Milelli – American Red Cross; Eric Millette – Sparks Fire Department; Michael Munda – Renown; Joe Nishikida - Reno Fire Department, HazMat; Don Pelt – Pyramid Lake Paiute Tribe; Jim Reagan – NV Energy; Keith Sheridan – Ormat Technologies; and Woody Wright – University of Nevada, Reno.

**ALTERNATES PRESENT:** Debra Barone – Saint Mary's Regional Medical Center; Gary Beekman – Washoe County Communications and Security; Michelle Gitmed – Reno Police Department; Beth Langan – Regional Public Safety Training Center; Tom Martin – American Red Cross; and Mitch Nowicki – Regional Emergency Medical Services Authority.

**ALTERNATES ABSENT:** Nida Harjo – Reno Sparks Indian Colony; Beverly Buchanan – Reno Emergency Communications Center; Larry Cooley – Reno Sparks Indian Colony; Stacey Akurosawa – Washoe County Health District; Ed Atwell – University of Nevada, Reno; Ella Mae Carthen – Reno Emergency Communications Center; Dawn Clevenger – Ormat Technologies; Christina Conti – Washoe County Health District; Diane Drinkwater – Washoe County District Attorney's Office; Karli Epstein – American Red Cross; Dave Evans – Nevada Division of Environmental Protection; Tom Garrison – Sparks Fire Department; John Gilmore

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– Ormat Technologies; John Helzer – Washoe County District Attorney’s Office; Bruce Hicks – North Lake Tahoe Fire Protection District; Steve Keefer – Sparks Police Department; Mike Kryzstof – Sierra Fire Protection District; Tim Leighton – Sierra Fire Protection District; Tammy Lopes – Reno Fire Department; John Madole – Associated General Contractors; Chris Maples – Sparks Fire Department, HazMat; Matt Marquez – Sparks Police Department; Jon McRae – Nevada Division of Environmental Protection; Greg Meister – Reno Police Department; Mike Mieras – Washoe County School District; Kenneth Miller – Pyramid Lake Paiute Tribe; Brad Norman – Truckee Meadows Community College; Tim O’Conner – Washoe County Sheriff’s Office; Russ Pedersen – Washoe County Sheriff’s Office; John Potter – KTVN Channel 2; Jerry Preston – Washoe County Department of Water Resources; Josh Reynolds – Truckee Meadows Community College; Jeanne Rucker – Washoe County Health District; Bob Sack – Washoe County Health District; John Slaughter – Washoe County Management Services; Klark Staffan – Regional Emergency Medical Services Authority; and Carlotta Taylor – Washoe County Health District.

Mary Kandaras – Deputy District Attorney, was also present.

## **2. APPROVAL OF MINUTES** – August 18, 2011 (For possible action)

Hearing no public comment Chair Smith asked for a motion.

***It was moved by Jim Caughron, seconded by Phil Povey, to approve the August 18, 2011, minutes, as submitted. MOTION CARRIED.***

## **3. PUBLIC COMMENTS** (Non-action item)

There were no public comments.

## **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 overview of the reports noting that the 2011 SERC (State Emergency Response Commission) reports had been closed out except for the Mid-Cycle Planning and Training that is being completed; of the \$46,673.00 award \$3,711.58 will be deobligated back to SERC. The 2012 SERC grant is in the first quarter with grantees getting approvals and developing PO’s (Purchase Orders). Ms. Ludwig noted that REMSA (Regional Emergency Medical Services) had expended their SERC, United We Stand funds. The 2009 Statewide Mass Fatality project has been completed with all but \$0.95 being expended. The SPARTAN (Schools Prepared and Ready Together Across Nevada) has expended all but \$26,000.00 of the \$505,024.00 grant and is expected to be completed by the end of 2011. The Continuity of Government is doing well and expected to close in spring 2012.

Hearing no public comments Chair Smith asked for a motion.

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***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 grants.*

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

- 6. OFFICER ELECTIONS** (For possible action) – *Approval of nominations and vote for annual LEPC (Local Emergency Planning Committee) Officer positions; Nominees to make brief presentation on LEPC contribution.*

Cathy Ludwig - Grants Coordinator, distributed voting ballots to primary and primary alternates present noting that those interested in service in one of the positions were encouraged to provide a brief overview of their intent if elected.

Jim Caughron commented that he hoped to continue the professional leadership as Vice-Chair and subsequently Chair that the LEPC (Local Emergency Planning Committee) had enjoyed.

Chair Smith read a prepared statement (copy on file) from Michael Munda for the Vice-Chair position.

Mary Kandaras – Deputy District Attorney, commented that the Vice-chair position would transition to the Chair's position in 2012 and would assume the duties of the Chair in the absence of the current Chair.

Aaron Kenneston stated that his intent as the At-Large representative would be to provide a continuity of leadership in the absence of the Chair or Vice-chair when needed.

Continued to later in meeting.

- 7. APPOINT NEW GRANTS AND FINANCE SUBCOMMITTEE CHAIRMAN** (For possible action) – Seeking nominations and approve vote for a Grants and Finance Subcommittee Chairman –

Chris Smith noted that with incoming LEPC (Local Emergency Planning Committee) Chair Chris Magenheimer, the position of Chair of the Grants and Finance Committee would be vacated. Chair Smith appointed Eileen Coulombe as the Chair of the Grants and Finance Subcommittee.

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9. **LEPC (Local Emergency Planning Committee) REGIONAL HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN** (For Possible Action) – *A review, discussion and possible action of update to the LEPC Hazmat Plan.* [Taken out of agenda order]

Aaron Kenneston – Washoe County Emergency Management, recalled the previous distribution of the LEPC (Local Emergency Planning Committee) Hazmat Plan to members for input. Mr. Kenneston then outlined the modifications and input received from the Reno Emergency Communications Center and Truckee Meadows Community College (TMCC). The update also includes the revised LEPC bylaws that will be adopted in a separate action as well as the letter of promulgation and Form NRT-1 A Checklist as required by SERC (State Emergency Response Commission).

Responding to an inquiry about whether the LEPC bylaws needed to be approved before this agenda item was acted on, Deputy District Attorney Mary Kandaras explained that the SERC requirement is to include current LEPC bylaws with the update and that in her opinion the bylaws may be acted on separately and the final approved version included in the LEPC Hazmat Plan update.

***It was moved by Jim Caughron, seconded by Rob Reeder, to approve the LEPC (Local Emergency Planning Committee) Hazmat Plan as submitted. MOTION CARRIED.***

Mr. Kenneston noted that a copy of the plan would be posted on the website with certain confidential information redacted.

10. **LEPC (Local Emergency Planning Committee) BYLAWS** (For possible action) – *A review, discussion and possible action of update to the LEPC Bylaws.*

Mary Kandaras, Deputy District Attorney, outlined the modifications to the LEPC (Local Emergency Planning Committee) bylaws the update and clarify LEPC membership. Ms. Kandaras noted that the bylaws could not be revised to reflect Washoe County Health District as it is a federal category that SERC (State Emergency Response Commission) must follow.

***It was moved by Jim Caughron, seconded by Jeff Whitesides, to approve the update of the LEPC (Local Emergency Planning Committee) Bylaws, as presented. MOTION CARRIED.***

6. **OFFICER ELECTIONS** (For possible action) – *Approval of nominations and vote for annual LEPC (Local Emergency Planning Committee) Officer positions; Nominees to make brief presentation on LEPC contribution.* [Reopened]

Chair Smith announced the results of the Election of Officer: Jim Caughron as Vice-Chair and Aaron Kenneston as the At-Large member.

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

Aaron Kenneston – Washoe County Emergency Management, drew attention to the calendar of upcoming meetings, training and exercises (copy on file). Mr. Kenneston encouraged member agencies to participate in the Great Nevada Shakeout scheduled at 10:20 a.m. today (October 20, 2011); and SPARTAN (Schools Prepared and Ready Together Across Nevada) close out meeting on November 3, 2011, as well as a table top exercise scheduled at Sparks City Hall involving the Truckee Meadows Water Reclamation Facility. December 6-7, 2011 a FEMA (Federal Emergency Management Agency) COOP (Continuity of Operations) Devolution Planning course is being offered at the Atlantis Hotel/Casino. In February 2012 a resource allocation presentation is being planned as well as a demobilization and recovery operation. Member agencies are encouraged to participate.

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

Aaron Kenneston – Washoe County Emergency Management, noted that the Radiological Task Force has conducted a series of exercises dealing with shipments of legacy nuclear waste which dates back to the 1940's. Mr. Kenneston noted that Scott Smiley of Washoe County Department of Water Resources would be retiring and that Chair Chris Smith has accepted a position as Division Chief, Emergency Management and Homeland Security Advisor with the State of Nevada Department of Public Safety. Mr. Kenneston presented Chair Smith with a certificate of appreciation.

Mr. Kenneston left the meeting at 9:34 a.m.

**13. 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).*

Derek Russell - Citizen Corps, noted that the next academy is slated for December 2-4 and 9-10, 2011 at the Regional Public Safety Training Center.

Deputy District Attorney Mary Kandaras left the meeting at 9:35 a.m.

**14. LEPC (Local Emergency Planning Committee) PRESENTATION** (Non-action item)  
– *The Washoe County Health District presentation will provide a brief overview of the roles and services of the various Divisions. The Divisions include: Administrative Health Services, Air Quality Management, Community & Clinical Health Services, Environmental Health Services, and Epidemiology & Public Health Preparedness.*

Randall Todd – MD, narrated a PowerPoint® presentation (copy on file) which provided an overview of the various department and functions of Washoe County Health District.

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Debra Barone – Saint Mary’s Regional Medical Center, left the meeting at 9:36 a.m.

Dr. Todd outlined the definition of Public Health, which has many different meanings depending on one’s experience. The official definition is the interdisciplinary approach to health care that includes doctors, nurses, educators and other health care professions to improve and protect the public health.

Mary Kandaras – Deputy District Attorney, rejoined the meeting at 9:37 a.m.

Dr. Todd noted that while a health district does not compete with private health care providers the health district may provide such care where private health is not available. The WCHD is governed by a Board of Directors and was formed in the 1970’s rather than having each of the local jurisdictions (Cities of Reno, Sparks and unincorporated Washoe County) forming individual programs. Dr Todd then defined the five (5) divisions; Air Quality, Environmental, Epidemiology, Public Health, and Administration. Among the varied activities performed by WCHD is mosquito abatement, restaurant inspections, over-the counter drug sales tracking and responses to various diseases using a variety of data resources. For example the over-the-counter drug sales monitoring is critical in detecting the early stages of what might become an epidemic or bio-terrorist attack. Dr. Todd provided examples of past bio-terrorist attacks dating back to the 1700’s and pointed out that the use of bio-terrorism is intended to confuse and panic the public. Dr. Todd the noted that WCHD also oversees sensitive areas of employment to limit potential exposure to a variety of communicable diseases.

Mary Kandaras – Deputy District Attorney, left the meeting at 9:58 a.m.

Dr. Todd concluded by noting that all persons in Washoe County were clients of WCHD.

Ms. Kandaras rejoined the meeting at 9:59 a.m.

Chair Smith noted that all member agencies have an opportunity to make presentations to the LEPC to enhance the knowledge base. Chair Smith encouraged member agencies to contact Cathy Ludwig at [cludwig@washoecounty.us](mailto:cludwig@washoecounty.us) to schedule a presentation for a future meeting.

- 15. LEPC 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. December 15, 2011.*

Cathy Ludwig – Grants Administrator, reminded those member agencies awarded funds for the Reno Fire Shows that she must have names of attendees immediately. Ms. Ludwig emphasized that failure to use the funds awarded prevented other groups and jurisdictions



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from participating. Additionally, without the names of attendees Ms. Ludwig cannot promise that expenses will be reimbursed. Due to the short turn-around time with the grant end date, registration receipts and supporting documentation must be received no later than October 28, 2011.

Chair Smith expressed his appreciation for the opportunity to work with member agencies over the past several years and that he will continue to live in Washoe County. Chair Smith encouraged members to contact him at the state if he can be of assistance.

## **16. PUBLIC COMMENT** (Non-action item)

There were no public comments.

## **8. LEPC (Local Emergency Planning Committee) PARTICIPATION IN THE 2011 SHAKE-OUT EARTHQUAKE DRILL** (Non-action item) – *The Great Nevada Shakeout drill is scheduled for 10:20 a.m. The LEPC will discuss and participate in the drill as to what may happen during a major earthquake and practice as a group on how to protect ourselves. [Taken out of agenda order]*

Chair Smith cancelled the agenda item.

## **17. ADJOURNMENT** (For possible action)

Chair Smith adjourned the meeting at 10:05 a.m.