

**WASHOE COUNTY LOCAL EMERGENCY PLANNING COMMITTEE**  
**EXECUTIVE MEMBERSHIP COMMITTEE**  
**MINUTES**

**Tuesday ~ January 22, 2008 ~ 9:00 a.m.**  
**Washoe County Regional Emergency Operations Center**  
**5195 Spectrum Boulevard, Reno, Nevada**

**1. CALL TO ORDER/ROLL CALL \***

Vice-chair Magenheimer called the meeting to order at 9:13 a.m.

**MEMBERS PRESENT:** Aaron Kenneston – Washoe County Emergency Management; Greg Befort – Regional Public Safety Training Center; and Chris Magenheimer – North Lake Tahoe Fire Protection District.

**MEMBERS ABSENT:** Tim Alameda – Reno Fire; and Rick Vandenberg – City of Reno.

**ALSO PRESENT:** Cathy Ludwig – Grants Administrator. Nathan Edwards – Deputy District Attorney, joined the meeting at 9:15 a.m.

**2. APPROVAL OF AUGUST 7, 2007 EXECUTIVE MEMBERSHIP COMMITTEE MEETING MINUTES**

Aaron Kenneston left the meeting at 9:14 a.m. resulting in a loss of quorum.

Mr. Kenneston rejoined the meeting at 9:15 a.m.

Nathan Edwards – Deputy District Attorney, joined the meeting at 9:15 a.m.

***It was moved by Member Befort, seconded by Member Kenneston, to approve the August 7, 2007, minutes, as submitted. The motion carried: Members Befort, Kenneston and Vice-chair Magenheimer assenting; and Members Alameda and Chair Vandenberg absent.***

**3. APPROVE AND VOTE ON NEW LEPC (Local Emergency Planning Committee) VOTING MEMBERSHIPS**

Vice-chair Magenheimer drew attention to the applications (copies on file) noting that the action today will appoint the primary and alternate(s) as well as determination of discipline.

Cathy Ludwig - Grants Administrator, outlined each of the applications noting that the General Membership List was dated December 20, 2007, had not been updated. Ms. Ludwig noted that Scott Alquist of TMCC (Truckee Meadows Community College) had submitted an application and identified two (2) alternates. Additionally, Mr. Alquist has expressed an interest in serving on the Planning/Training Subcommittee.

Aaron Kenneston suggested that TMCC be added under the Community Discipline and that Mr. Alquist, an Emergency Manager, would be a welcome addition to LEPC (Local Emergency Planning Committee).

\* denotes NON action item

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Ms. Ludwig then summarized Chris Brockway's application on behalf of RSCVA (Reno Sparks Convention and Visitors Authority and two (2) alternates. Mr. Brockway also expressed interested in the Planning/Training Subcommittee.

Mr. Kenneston noted that Mr. Brockway is also an experienced Emergency Manager.

There was a brief discussion about whether the RSCVA should be listed under Transportation or Community. A consensus was reached to identify the RSCVA as part of the Community Discipline. Other discussion noted concerns about the number of organizations being placed under the Community discipline. It was noted that SERC (State Emergency Response Commission) does not place a limitation on the number of organizations that can be included under any discipline.

Nathan Edwards – Deputy District Attorney, commented that the Executive Committee may wish to consider the effect of adding additional member organizations on LEPC's ability to achieve quorum. Additionally, based on the agenda language it is Mr. Edward's belief that appointment to various Subcommittee cannot be done at today's meeting. The agenda indicates that only voting member on the General Membership Committee will be discussed and appointed today (January 22, 2008).

Ms. Ludwig then drew attention to Sierra Chemical's membership application appointing Gary Cummings as the primary and one (1) alternate. Ms. Ludwig noted that Jeffrey Kinder had changed employers and was now with NDEP (Nevada Division of Environmental Protection).

During the discussion it was suggested that NDEP be moved to the Environmental discipline with Sierra Chemical being listed as owner-operator. Additionally discussion developed about the lack of attendance by Sierra Chemical representatives in the past. Of particular concern is that the number of member organizations has a direct effect on the number of voting primary or alternates in order to achieve quorum. It was suggested that a blanket letter be sent to all members noting the need to have the primary or alternate member presents at the bi-monthly meetings.

Ms. Ludwig noted that Sparks Police Chief Steve Keefer would replace Robin Pagni and that an application to fill a vacancy for Reno Police with the reassignment of Chris Lang to other duties. Ms. Ludwig explained that she had received the Sierra Chemical application by fax and had not had an opportunity to discuss membership with Mr. Cummings.

As the discussion continued it was noted that Sierra Chemical handles a large number of hazardous materials and should perhaps be included in the LEPC's voting membership. It was suggested that one of two options could be used: 1) postpone appointment as a voting member until a Sierra Chemical representative had attended several meetings; or 2) follow the termination policies if non-attendance of the Sierra Chemical primary or alternate becomes an issue. Other discussion then suggested that all members receive a generic notice about attendance requirements as the new members are welcomed.

\* denotes NON action item

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***It was moved by Aaron Kenneston, seconded by Greg Befort, to approve the voting membership applications as discussed.***

Ms. Ludwig summarized the memberships being approved: 1) Community: TMCC – Scott Alquist – Primary; alternates Deb O’Gorman and Cecile Paulson; RSCVA – Chris Brockway, primary; alternates Liz Clark and Jim Wilson; Environmental: NDEP - Jeffrey Kinder, primary; no alternates identified; and Owner/Operator: Sierra Chemical - Gary Cummings, primary; alternate Ron Espalin.

There was some discussion about the need to have the General Membership approve the new voting members. It was noted that past practices had been to introduce the new members at the next regular meeting without any formal action by the General Membership.

The motion carried: Greg Befort, Aaron Kenneston and Vice-chair Magenheimer assenting; and Tim Alameda and Chair Vandenberg absent.

**4. LEPC (Local Emergency Planning Committee) EXECUTIVE OFFICERS’ COMMENTS \* –**  
*This item is limited to announcements or topics/issues proposed for future workshops/agendas.*

None.

**6. PUBLIC COMMENTS \***

None.

**7. ADJOURNMENT**

Vice-chair Magenheimer adjourned the meeting at 9:32 a.m.

\* denotes NON action item