

WASHOE COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

EXECUTIVE MEMBERSHIP COMMITTEE

MINUTES

Tuesday ~ January 25, 2011 ~ 2:30 p.m.  
Washoe County Regional Emergency Operations Center  
5195 Spectrum Boulevard, Reno, Nevada

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

Chair Smith called the meeting to order at 2:42 p.m. A quorum was established.

**PRESENT:** Aaron Kenneston – Washoe County Emergency Management; Chris Smith – Washoe County School District; and Sandy Munns – Reno Fire Department.

**ABSENT:** Chris Magenheimer – North Lake Tahoe Fire Protection District.

Mary Kandaras – Deputy District Attorney, was also present.

**2. APPROVAL OF SEPTEMBER 20, 2010 EXECUTIVE MEMBERSHIP COMMITTEE MEETING MINUTES**

*It was moved by Aaron Kenneston, seconded by Sandy Munns, to approve the September 20, 2010, minutes, as submitted. MOTION CARRIED.*

**3. APPROVE NEW LEPC VOTING MEMBERSHIPS**

Chair Smith noted that Jim Reagan of NV Energy had applied to serve as a voting member of the LEPC (Local Emergency Planning Committee).

Aaron Kenneston noted that this may signal a desire to participate in the process noting the NV Energy generates and uses hazardous materials in the generation of electrical power.

*It was moved by Chair Smith, seconded by Sandy Munns, to accept the application from Jim Reagan of NVEnergy. MOTION CARRIED.*

Chair Smith then outlined Washoe County Health District's Jeff Whitesides application noting that District Health is represented in other categories.

Deputy District Attorney Mary Kandaras opined that the Executive Committee could not approve this request based on the LEPC by-laws that allows each entity to choose a single category. It is Ms. Kandaras opinion that Washoe County Health District must choose only one of the disciplines to represent the agency.

Cathy Ludwig – Grants Coordinator, explained that she had discussed Mr. Whitesides membership application and that he had expressed no interest in serving as an Alternate. Ms. Ludwig noted that she had encouraged Mr. Whitesides to attend today's (January 25, 2011) meeting.

\* denotes NON action item

# *Washoe Local Emergency Planning Committee Executive Committee*

DRAFT Minutes

January 25, 2011

Page 2 of 4

Ms. Kandaras explained that the Executive Committee could direct that the bylaws be revised to add language that further clarifies the matter. However, an approval of this application, in her opinion, may be unfair to other member agencies by allowing Washoe County Health District to have a total of three voting members, which is prohibited in the current bylaws. Ms. Kandaras reiterated her recommendation to deny the application at this time and that she would assist Ms. Ludwig in developing appropriate correspondence that provides the basis for the denial.

***It was moved by Aaron Kenneston, seconded by Chair Smith, to deny Jeff Whitesides – Washoe County Health District, application. MOTION CARRIED.***

#### **4. REVIEW AND POSSIBLE ACTION TO THE LEPC GENERAL MEMBERSHIP LIST FOR NON-ATTENDANCE DISCIPLINES**

Cathy Ludwig – Grants Administrator, noted that those member(s)/member agencies that are not in compliance with the attendance policies outlined in the bylaws were shown in highlighted text. Ms. Ludwig recalled that letters had been sent as directed by the Executive Committee and that she does not believe that the Ormat Nevada representative is still with that organization.

During the discussion it was suggested that correspondence be sent to the listed individuals and agencies terminating their membership. Additionally, separate correspondence should be sent that includes an application so that the agency may resubmit an application with a member that is able to attend the LEPC (Local Emergency Planning Committee) meetings as required in the LEPC bylaws.

Mary Kandaras – Deputy District Attorney, stated that she would assist in the development of the correspondence for both the termination of and application request to renew agency membership.

***It was moved by Aaron Kenneston, seconded by Sandy Munns, to direct that correspondence terminating membership be sent to those listed as non-complaint with the Washoe Local Emergency Planning Committee membership attendance policy set forth in the bylaws.***

Additional discussion suggested that the motion be amended to send separate correspondence to the department head/appropriate entity manager to solicit participation and appointment of voting and alternate members. Other discussion suggested that the Public Information Officer or Joint Information Committee be engaged in securing participation by local media. It was also pointed out that termination of non-attending member agencies would reduce the number of members present to achieve quorum.

\* denotes NON action item

# *Washoe Local Emergency Planning Committee Executive Committee*

DRAFT Minutes  
January 25, 2011  
Page 3 of 4

***Mr. Kenneston amended the motion to direct that separate correspondence and application form be sent to terminate member agencies encouraging their membership and active participation. Mr. Munns amended the second. MOTION CARRIED.***

Ms. Kandaras reiterated that she would assist in the development of the correspondence terminating and seeking membership.

## **5. TOPICS AND THEMES FOR UPCOMING MEETINGS**

Chair Smith suggested that meetings be expanded to include an educational component by member agencies and others pertinent to hazard materials and other disasters that the LEPC (Local Emergency Planning Committee) is charged with responding to. Of some concern is that some members might not be attending due to not only the lack of grant funds but also the lack of any meaningful dialogue or presentation,

Aaron Kenneston concurred with Chair Smith and suggested that educational presentations be limited to not more than 15 or 20 minutes and not include vendor presentations.

During the discussion it was suggested that perhaps one of the first information/education presentation might be from SERC (State Emergency Response Commission) so that member agencies better understand the role and function of both SERC and LEPC.

**6. LEPC EXECUTIVE OFFICERS' COMMENTS \*** – *This item is limited to announcements or topics/issues proposed for future meetings/workshops/agendas.*

No new agenda items were identified.

## **7. PUBLIC COMMENTS \***

There were no public comments.

## **8. SCHEDULE NEXT MEETING DATE**

During the discussion it was noted that the General Membership did not need to approve guest speakers nor would the Executive Committee need to convene a special meeting to confirm the invitation or agendizing a guest speaker such as the SERC (State Emergency Response Commission). It was suggested that the next meeting of the Executive Committee be held at 8:00 a.m., March 17, 2011.

## **9. ADJOURNMENT**

\* denotes NON action item

*Washoe Local Emergency Planning Committee Executive Committee*

DRAFT Minutes

January 25, 2011

Page 4 of 4

Chair Smith adjourned the meeting at 3:07 p.m.

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