

WASHOE LOCAL EMERGENCY PLANNING COMMITTEE
GRANTS & FINANCE SUBCOMMITTEE
MINUTES

Monday ~ February 12, 2007 ~ 9:00 a.m.
Washoe County Regional Emergency Operations Center
5195 Spectrum Boulevard, Reno, Nevada

1. CALL TO ORDER/ROLL CALL

Chair Flock called the meeting to order at 9:05 a.m. A quorum was established.

PRESENT: Tim Busch – Sparks HazMat; Joe DuRousseau – Reno Fire Department; Andy Flock – Sparks Fire Department; Jim Gubbels – Regional Emergency Medical Service Authority; Bruce Hicks – North Lake Tahoe Fire Protection District; Aaron Kenneston – Washoe County Emergency Management; Chris Magenheimer – North Lake Tahoe Fire Protection District; Steve Matles – Renown; Stephanie McCarty – Washoe County District Health Department; Patricia Williams – Reno Emergency Communications Center.

ABSENT: Kevin Brun – Veterans Administration Hospital; Eileen Coulombe – Washoe County District Health Department; Gary Dunn – Sparks Emergency Management; James Flenner – Reno HazMat; Chet Malewski – Truckee Meadows Water Authority; Mike Mieras – Washoe County School District; Tom Miller – Sparks Police Department; Robin Pagni – Sparks Police Department; Russ Pedersen – Washoe County Sheriff's Office; Dale Richardson – Washoe County School District; Russ Rocha – Truckee Meadows Water Reclamation Facility; and Chris Smith – Washoe County School District.

Nathan Edwards – Deputy District Attorney, joined the meeting at 9:14 a.m.

2. REVIEW, PRIORITIZE REQUESTS AND RECOMMEND ACTION TO THE GENERAL MEMBERSHIP OF THE LOCAL EMERGENCY PLANNING COMMITTEE ON THE 2008 STATE EMERGENCY RESPONSE COMMISSION (SERC), PLANNING, TRAINING AND EQUIPMENT GRANT UP TO A MAXIMUM AWARD OF \$30,000.00, AND THE 2007 STATE EMERGENCY RESPONSE COMMISSION (SERC), HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) MID-CYCLE PLANNING GRANT FUNDS.

Chair Andy Flock outlined the grant review process and noted that the SERC (State Emergency Response Commission) HMEP (Hazardous Materials Emergency Preparedness) Mid-cycle funding must be obligated and expended no later than September 30, 2007. Chair Flock asked that applicant's review their request for compliance and ability to meet the grant timeline and guidelines withdraw those that did not meet the criteria.

Incline Village, Nevada HazMat Exercise

Chris Magenheimer – North Lake Tahoe Fire Protection District, provided an overview of the grant application. Mr. Magenheimer explained that the exercise would involve an evacuation of an Incline Village neighborhood, as well as sheltering of the evacuees and testing of response capabilities. Additionally, the grant would cover media materials. The exercise is scheduled for May 11, 2007.

Washoe Local Emergency Planning Committee Grants and Finance Subcommittee

Minutes

February 12, 2007

Page 2 of 7

During the discussion it was explained that one of the primary goals is community education on how the evacuation process and awareness to the community at large using various media resources. It was noted that the exercise would also include the Regional HazMat Team.

Washoe County Local Emergency Planning Committee

Joe DuRousseau explained the intent to update the 1998 Hazardous Materials Response Plan. Mr. DuRousseau noted that the scope of work for the consultant package is reflected in the application.

Nathan Edwards – Deputy District Attorney, joined the meeting at 9:14 a.m.

During the discussion it was explained that the consultant had previously submitted a precise charge for a different project and had billed for the work upon completion. Other discussion noted that the completed update was due by October 1, 2007.

American Red Cross

Cathy Ludwig – Washoe County Grants Administrator, explained that the application had not been accompanied by a vendor quote, a detailed budget of the training, denial letter from the State Fire Marshall's Office and the specific nature of the training, all of which is a requirement of the application process. Ms. Ludwig noted that the applicant's representative Michael Hurick was aware that the application could not move forward unless complete. Ms. Ludwig noted that Washoe County had grant requests for \$27,725.50 of the \$42,234.00 available statewide. Ms. Ludwig noted that grant applications for training had to include a letter of denial from the State Fire Marshall in order to qualify for this particular grant.

During the discussion it was noted that while the work of the American Red Cross is fully supported there are significant concerns due to its non-compliance with the terms of the grant. Other discussion noted the presence of multiple representatives from voting categories and that only the primary voting member may vote. Other discussion noted that WCSD (Washoe County School District) had been included under both Law Enforcement and Emergency Management categories. It was explained that the WCSD would be eliminated from the Law Enforcement Category.

It was moved by Stephanie McCarthy, seconded by Steve Matles, to deny the American Red Cross application due to lack of information and compliance with the terms of the Mid-cycle grant. MOTION CARRIED.

Ms. Ludwig noted that each grant must be submitted as a whole not in prioritized subsections.

Bruce Hicks left the meeting at 9:26 a.m.

It was moved by Stephanie McCarthy, seconded by Aaron Kenneston to accept the North Lake Tahoe grant application. MOTION CARRIED.

* denotes NON action items

Washoe Local Emergency Planning Committee Grants and Finance Subcommittee

Minutes

February 12, 2007

Page 3 of 7

It was moved by Joe DuRousseau, seconded by Jim Gubbels, to accept the Washoe Local Emergency Planning Committee grant application. MOTION CARRIED.

Discussion then focused on how to reduce each application to take full advantage of the available funding. It was suggested and accepted that North Lake Tahoe Fire Protection District remove or reduce the amount of the media component in their application.

It was moved by Jim Gubbels, seconded by Steve Matles, to recommend that the Washoe Local Emergency Planning Committee accept the Washoe Local Emergency Planning Committee update of the Hazardous Materials Response Plan and the North Lake Tahoe Exercise with the caveat that the North Lake Tahoe proposal reduce costs in the event the full \$27,725.50 is not received.

Ms. Ludwig asked that the funding requests be reduced and prioritized as needed so that a complete application can be submitted.

Mr. Magenheimer reduced the North Lake Tahoe request by \$6,000.00 removing the public awareness component of the request.

Mr. DuRousseau noted that any reduction in the proposal would require that the consultant's scope of work be modified.

Mr. Gubbels amended the motion by reducing the North Lake Tahoe application by \$6,000.00. Mr. Matles amended the second. MOTION CARRIED.

2008 SERC Grant Requests for Equipment and Training

Cathy Ludwig – Grants Coordinator, provided an overview of the grant noting that a total of \$173,532.00 in requests had been submitted for the \$30,000 pool of SERC funds. Ms. Ludwig noted that \$4,000.00 of the total \$34,000.00 grant was earmarked for administration for the LEPC and that quarterly reports were required with a closing date of June 30, 2008, for final report and expenditures.

Chair Andy Flock outlined the grant guidelines and asked that grant applicants review their requests for compliance with all grant requirements.

Greg Befort – Regional Public Safety Training Center, withdrew his application.

Chris Magenheimer left the meeting at 9:36 a.m.

Responding to Chair Flock's request to identify those applications that had been received after the established deadline, Ms. Ludwig explained that she had granted the request to submit certain

* denotes NON action items

Washoe Local Emergency Planning Committee Grants and Finance Subcommittee

Minutes

February 12, 2007

Page 4 of 7

applications after the deadline and preferred not to identify late applications. Ms. Ludwig made note of requests that may not meet the eligibility requirements of the grant. Reno Police Department submitted a request to fund out-of-state WebEOC training. Ms Ludwig noted that SERC had indicated they may not fund the WebEOC training and pointed out that this training is provided by the Washoe County Emergency Management on a regular basis. Ms. Ludwig then noted that the Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) Recertification Training, submitted by the Nevada Hospital Association is already being funded by another SERC grant and that the Washoe County School District request for Triage Cards does not appear to meet grant criteria.

It was moved by Steve Matles, seconded by Joe DuRousseau, to remove the Nevada Hospital Association Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) Recertification Training; Washoe County School District Triage Cards; and the Reno Police Department WebEOC training. MOTION CARRIED.

The meeting recessed at 9:49 a.m. and reconvened at 10:08 a.m.

American Red Cross

Michael Hurick – American Red Cross, provided an overview of their application and noted that the 800 MHz base station and HF base station requests could be withdrawn due to the backbone and ongoing operations and maintenance costs associated with the regional communications system. Mr. Hurick noted that the American Red Cross is a support agency in emergency situations rather than a first responder.

Reno Emergency Communications

Patricia Williams – Reno Emergency Communications outlined their request and noted that the laptop computer costs had been derived from the Standard Equipment list. However, Ms. Williams will research other vendors for lower pricing.

Beverly Buchanan – Reno Emergency Communications, explained that the CD's referenced by Ms. Williams would include the training and exercises needed for dispatch personnel to assure that all are fully cognizant of police, procedures and other pertinent information. The laptops will allow personnel to conduct self-paced training during slow periods at their position.

Ms. Williams noted that the staffing constraints did not afford an opportunity for a more formal training and that the four laptops would be used in the various disciplines staffed by the Reno Emergency Communications Center. Ms. Williams stated that she could negotiate the use of the laptops for training at the Incline Village Public Safety Answering Center and could reduce her request by \$1,000.00 requested for supplies.

Sparks Fire Department

* denotes NON action items

Washoe Local Emergency Planning Committee Grants and Finance Subcommittee

Minutes

February 12, 2007

Page 5 of 7

Chair Andy Flock – Sparks Fire Department, summarized the request for three SCBA (Self Contained Breathing Apparatus) to continue interoperability and increase the depth of resources that can be used by other agencies.

Tim Busch – Regional HazMat, explained that the SCBA's can also be used by skilled personnel during incidents and that agencies in the Truckee Meadows all use similar equipment.

Washoe County Sheriff's Office – Detention Facility

Kelle Seeley – Washoe County Sheriff's Office, outlined their request, noting that first responders to an incident at the Washoe County Jail would be escorted by security personnel in the event of a hazardous materials spill. Mr. Seele noted that the Coroners and Forensic Sciences reside in the basement at the facility and use a variety of hazardous chemicals and substances. Ms. Seele noted that the aging equipment is in need of replacement and that one air cylinder broke in her hands.

Nathan Edwards left the meeting at 10:28 a.m.

Ms. Seele reduced the number of units in her request from six (6) to three (3).

Mr. Edwards rejoined the meeting at 10:30 a.m.

Nevada Hospital Association

Steve Matles summarized their requests and explained the various types of equipment request by the regions hospitals.

Cathy Ludwig left the meeting at 10:39 a.m.

Mr. Matles reduced the request by one set of color detection tubes. Mr. Matles explained that the hospital's Code Orange Team personnel (Renown) would be used in incidental clean-ups with the Regional HazMat or Fire Department being called for higher magnitude incidents.

Ms. Ludwig rejoined the meeting at 10:41 a.m.

Mr. Matles prioritized his request as follows: color detection tubes, detection chips, 2-Kg pressurized cylinders for Fast Act chemical neutralizer, portable containment system and 30-gallon drum spill kit.

Responding to Ms. Ludwig's concern about the Nevada Hospital Association's failure to comply with the quarterly reporting requirement and subsequent return of grant funds, Mr. Matles explained he would convey those concerns to the Board and strongly encourage them to abide by grant requirements, should funds be awarded.

* denotes NON action items

Washoe Local Emergency Planning Committee Grants and Finance Subcommittee

Minutes

February 12, 2007

Page 6 of 7

Nathan Edwards – Deputy District Attorney, explained that all grant recipients must abide by the grant terms as indicated in their signed contract or face possible revocation of the funding.

Jim Gubbels left the meeting at 10:48 a.m.

RSCVA (Reno Sparks Convention and Visitors Authority)

Chair Flock noted that there is no communication with the RSCVA during a hazardous materials incident, other than to provide emergency shelter at one of the agencies facilities.

It was moved by Steve Matles, seconded by Joe DuRousseau, to eliminate the RSCVA (Reno Sparks Convention and Visitors Authority) application from consideration. MOTION CARRIED.

Regional HazMat Team

Joe DuRousseau summarized the request that would provide radios for the Reno HazMat vehicle. Currently, radios are removed from other equipment when the HazMat Team is called out.

During the discussion it was noted that there may be 800MHz system backbone and ongoing operations and maintenance costs associated with the additional radios.

Bruce Hicks left the meeting at 10:57 a.m. causing a loss of quorum.

Mr. Hicks returned to the meeting at 10:58 a.m. and restored quorum.

REMSA (Regional Emergency Medical Services Agency)

Bruce Hicks – North Lake Tahoe Fire Protection District, outlined REMSA's application and explained that the requested radios would be dedicated for HazMat responses.

Tim Busch – Regional HazMat, explained that the requested radios are provided to REMSA personnel from the HazMat/Fire Department's cache of radios and are also provided radios by UNR (University of Nevada, Reno) when needed.

Chair Flock noted that REMSA typically provides support under the unified command.

It was moved by Aaron Kenneston, seconded by Stephanie McCarthy, to eliminate the REMSA (Regional Emergency Medical Services Authority) application from consideration. MOTION CARRIED.

There was additional discussion about submitted application features and components that could be removed to reduce the total requested. Based on that discussion the following items were removed from consideration: 1) American Red Cross – removed one (1) 800 MHz Base Station, one (1) HF

* denotes NON action items

Washoe Local Emergency Planning Committee Grants and Finance Subcommittee

Minutes

February 12, 2007

Page 7 of 7

Base Station and one (1) Power Supply; Washoe County Sheriff's Office – Detention Facility reduced three (3); Reno Emergency Communications reduced the number of laptops to two (2) and removed the \$1,000.00 for supplies; Nevada Hospital Association – removed the portable containment unit and 30-gallon drum and doff-it kits; Regional HazMat Team – reduced to a total of six (6) radios; Sparks Fire – reduced to two (2) SCBA suits. Other discussion noted that the laptops for the Communion Center could not be taken from the \$4,000.00 dedicated to administrative costs. As the discussion continued, it was pointed out that the Washoe County Sheriff's Office request might qualify under a different grant, should the grant become available. Other discussion suggested that the American Red Cross 9,000 watt generator request be funded, since none of the region's facilities could be used for emergency housing and did not have back-up power generators.

A poll of voting members prioritized funding requests.

A consensus was reached to fund the following: 1) American Red Cross in the amount of \$1,350.00 for one (1) 9,000 watt generator and one (1) 5500 watt generator; 2) Reno Emergency Communications in the amount of \$5,204.05 for two (2) laptop computers (\$4,600.00) and \$604.50 for supplies; 3) Sparks Fire Department in the amount of \$3,063.00 for one (1) SCBA (Self Contained Breathing Apparatus); 4) Washoe County Sheriff's Office Detention Center in the amount of \$3,063.00 for SCBA (Self Contained Breathing Apparatus); Nevada Hospital Association in the amount of \$2,931.20 for color detection tubes for gas kits and 2-Kg (kilo) pressurized cylinders for Fast Act Chemical Neutralizer, detection chips for gas detection; and 5) Regional HazMat Team in the amount of \$14,388.75 for five (5) 800 MHz portable radios.

It was moved by Steve Matles, seconded by Tim Busch, to recommend that the Washoe Local Emergency Planning Committee approve the grant requests as stated. MOTION CARRIED.

3. PUBLIC COMMENTS *

There were no public comments.

4. ADJOURNMENT

Chair Flock adjourned the meeting at 11:35 a.m.

AS APPROVED BY THE WASHOE LOCAL EMERGENCY PLANNING COMMITTEE GRANTS AND FINANCE SUBCOMMITTEE IN SESSION ON APRIL 19, 2007.

* denotes NON action items