

Local Emergency Planning Committee General Membership Meeting

Minutes

Thursday ~ February 20, 2014 ~ 9:00 A.M.

Regional Emergency Operations Center

5195 Spectrum Boulevard, Reno, Nevada

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

Chair Moore called the meeting to order at 9:02 a.m. A quorum was established.

MEMBERS PRESENT: Gary Beekman – Washoe County Technology Services; Kelly Boyd – American Red Cross; Chris Cenac – Truckee Meadows Water Authority; Pat Hambright – KOLO Channel 8; Aaron Kenneston – Washoe County Emergency Management; Tim Leighton – Truckee Meadows Fire Protection District; Tracy Moore – Washoe County School District; Tom Nelson – Reno-Tahoe Airport Authority; Joe Nishikida – Reno Fire Department; Mitch Nowicki – Regional Emergency Medical Services Authority; Kelley Odom – Reno ECOMM (Emergency Communications Center); Don Pelt – Pyramid Lake Paiute Tribe; Debbie Penrod – University of Nevada, Reno; Tim Spencer – Reno Fire Department; Eric Stringer – Nevada Air National Guard; Dee Stueve – Associated General Contractors; Robert McLaughlin – Veterans Administration Hospital

MEMBERS ABSENT: Brian Allen – Sparks Police Department; Scott Alquist – Truckee Meadows Community College; Julie Bender – Safety Training Center; Richard Gammick – Washoe County District Attorney's Office; Tim Hill – Nevada Air National Guard; Dave Hunkup – Reno Sparks Indian Colony; Mark Katre – Reno Police Department; Rob Kelley – Washoe County Community Services Department (Water Resources); Andy Koski – Sparks Fire Department; Spencer Lewis – University of Nevada, Reno; Teresa Long – Washoe County Health District; Chris Magenheimer – North Lake Tahoe Fire Protection District; Phil Povey – Truckee Meadows Community College; Jim Reagan – NV Energy; Rob Reeder – Regional Transportation Commission; Frank Schumann – Washoe County Sheriff's Office; Eileen Stickney – Washoe County Health District; Jeff Whitesides – Washoe County Health District; and Jim Wilson – Reno Sparks Convention and Visitors Authority.

ALTERNATES PRESENT: Diane Drinkwater – Washoe County District Attorney's Office; Michelle Gitmed – Reno Police Department; Alex Kukulius – Truckee Meadows Fire Protection District; Matt Marquez – Sparks Police Department; Michael Munda – Renown; Jerry Preston – Washoe County Community Services Department (Water Resources)

ALTERNATES ABSENT: Ed Atwell – University of Nevada, Reno; Lance Boekenoogen – Nevada Air National Guard; Mike Brown – North Lake Tahoe Fire Protection District; Bev Buchanan – Reno ECOMM (Emergency Communications Center); Steve Burlie – Regional Transportation Commission; Christina Conti – Washoe County Health District; Skip Eller – Reno Sparks Convention and Visitors Authority; Jason Elorza – Sparks Fire Department; James English – Washoe County Health District; Jim Gubbels – Regional Emergency Medical Services Authority; Jim Hadsall – Reno Sparks Convention and Visitors Authority; Nida Harjo – Reno Sparks Indian Colony; John Helzer – Washoe County District Attorney's Office; Bruce Hicks – North Lake Tahoe Fire Protection District; Logan Ingersoll – Nevada Air National Guard; Mike Krysztof – Truckee Meadows Fire Protection District; Beth Langan – Safety Training Center; Chad Leonard – University of Nevada, Reno; Chris Long –

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Washoe County Technology Services; Chris Maples – Sparks Fire Department; Ian McEwen – Nevada Air National Guard; Mike Mieras – Washoe County School District; Kenneth Miller – Pyramid Lake Paiute Tribe; Eric Millette – Sparks Fire Department; Brad Norman – Truckee Meadows Community College; Tim O'Brien- Reno Fire Department; Tim O'Conner – Washoe County Sheriff's Office; Brian Reeder – Associated General Contractors; Josh Reynolds – Truckee Meadows Community College; Suzy Rogers – Reno ECOMM (Emergency Communications Center); Rick Sanchez – Washoe County Health District; Kevin Schaller – American Red Cross; John Slaughter – Washoe County Manager; Brian Taylor – Regional Emergency Medical Services Authority; and Pat Thomas – KOLO Channel 8.

Blaine Cartlidge – Deputy District Attorney, joined the meeting at 9:09 a.m.

- 2. APPROVAL OF MINUTES** (For possible action) – *December 19, 2013, General Membership meeting minutes and February 18, 2014, Grants & Finance Subcommittee meeting minutes.*

It was moved by Don Pelt, seconded by Mitch Nowicki, to approve the December 19, 2013, General Membership and the February 18, 2014, Grants and Finance Subcommittee meeting 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 – Grant Coordinator, drew attention to the 2014 SERC (State Emergency Response Commission) Planning, Training and Equipment grant spreadsheet noting that REMSA (Regional Emergency Medical Services Authority) and TMFPD (Truckee Meadows Fire Protection District) had expended their grants fund fully. The 2014 SERC (State Emergency Response Commission), UWS (United We Stand) grant is in the third quarter with nearly the entire \$30,000.00 grant having been expended. The HMEP (Hazardous Materials Emergency Preparedness) grant for the Strategic Plan is moving forward. The 2012 Home Security Citizen Information Warning grant of \$255,000.00 have expended \$240,414.68 thus far.

Blaine Cartlidge – Deputy District Attorney, joined the meeting at 9:09 a.m.

Ms. Ludwig noted that the 2013 Home Security Citizen Information Warning grant has expended \$95,499.78 thus far with another \$58,000.00 encumbered. The 2012 Homeland Security COOP (Continuity of Operations) grant is entering the third phase with \$46,531.32 spent, and \$60,975.00 encumbered of the \$119,960.00.

It was moved by Mitch Nowicki, seconded by Don Pelt, to accept the Revenue and Payables Report as presented. MOTION CARRIED.

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5. GRANT OPPORTUNITIES (Non-action item) – *Information and discussion of upcoming and /or existing LEPC grants.*

Cathy Ludwig – Grant Coordinator, noted that the application period for the UWS (United We Stand) grant should start in mid-April (2014). Ms. Ludwig reminded member agencies that this particular grant focuses on preparedness to combat terrorism, with eligible categories in planning, training and equipment.

6. GRANT APPROVAL (For possible action) – *Approval to submit a 2015 State Emergency Response Commission (SERC), Planning, Training, Equipment and Operations grant application, limit \$34,000.00; to include Clerical Assistance, not to exceed 50-percent of the total Operations category, as recommended by the LEPC (Local Emergency Planning Committee) Grants and Finance Subcommittee.*

Cathy Ludwig – Grants Coordinator, outlined prioritized recommendations for the 2015 SERC (State Emergency Response Commission) Planning, Training, Equipment and Operations grant as follows: Priority 1) Reno Police Department – Two (2) Draeger 45-minute 4,500 PSI Carbon cylinder Clear SCBA's (Self Contained Breathing Apparatus) \$795.00 each - (\$1,590.00); two (2) Draeger Panarama Nova P EPDM Mask \$292.00 each - (\$584.00); and two (2) Draeger HP Backplate with Harness and LDV \$1,247.00 each - (\$2,494.00) – Total \$4,668.00; Priority 2) Reno Fire Department – two (2) Masimo Rad 57 Pulse Oximeter at \$4,025.00 each – Total \$8,050.00; Priority 3) Washoe County School District – Digital Hazmat Plans for Schools – one (1) Annotating digital floor/site plan, 62 hours, \$3,100.00; one (1) Link digital images and 360 movies to areas where hazmat are stored in high schools, 32 hours, \$1,600.00; One (1) Add MSDS info that schools can access, 5 hours, \$800.00; One (1) Upload floor plans PDF's for schools, 5 hours, \$250.00; One (1) vendor will import data into VIPlanning Software and link each area, \$2,500.00; One (1) Upload site to secure WCSD (Washoe County School District) site for review and access, \$250.00; One (1) Provide secure access for authorized users, local fire department, hazmat response teams and provide final output and data on secure flash drive for WCSD Police, \$250.00 – Total \$8,750.00; and Priority 4) Reno Fire TRIAD Team – Miscellaneous Equipment for Team; One (1) Non-sparking tool set, \$832.86; One (1); six (6) foot fiberglass step ladder, \$52.84; One (1) Work and Rescue Helmets, \$92.64; one (1) 24-foot Skatewheel Conveyor System \$1,836.85; Nine (9) Epic Voice Amplifier, \$372.00 each – (\$3,348.00); Nine (9) Bracket, Epic Voice Amplifier AV300 Face Piece, \$23.50 each – (\$211.50); Two (2) Scott 60-minute Carbon Cylinder and Value 4,500psi, \$1,095.00 each – (\$2,190.00) – Total \$8,532.00, for a total grant of \$30,000.00. (The Reno Fire Department TRIAD is to pay the remaining balance of \$32.69.) Mr. Pelt also moved to approve the following: 1) SERC (State Emergency Response Commission) for LEPC (Local Emergency Planning Committee) Operations \$2,000.00; and 2) LEPC (Local Emergency Planning Committee) recording services provided by Robert Cox \$2,000.00 for a total of \$4,000.00. Total grant request \$34,000.00.

Chair Moore noted that there had been significant discussion of the requests with the Grants and Finance Committee determining the Reno Police Department request for the region's Bomb Squad to be the top priority. Chair Moore pointed out that the limited grant funds continue to help meet the needs of the region's first responders with updated and new equipment.

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Responding to Don Pelt's inquiry about whether the Bomb Squad could use the same SCBA (Self Contained Breathing Apparatus) equipment as local Fire Departments, Chair Moore explained that the fire department's equipment was different from that needed by the Bomb Squad and would not fit the protective suits worn by the Bomb Squad.

It was moved by Don Pelt, seconded by Mitch Nowicki, to approve the 2015 SERC (State Emergency Response Commission) Planning, Training, Equipment and Operations grant application, limit \$34,000.00 as follows: Priority 1) Reno Police Department – Two (2) Draeger 45-minute 4,500 PSI Carbon cylinder Clear SCBA's (Self Contained Breathing Apparatus) \$795.00 each - (\$1,590.00); two (2) Draeger Panarama Nova P EPDM Mask \$292.00 each - (\$584.00); and two (2) Draeger HP Backplate with Harness and LDV \$1,247.00 each - (\$2,494.00) – Total \$4,668.00; Priority 2) Reno Fire Department – two (2) Masimo Rad 57 Pulse Oximeter at \$4,025.00 each – Total \$8,050.00; Priority 3) Washoe County School District – Digital Hazmat Plans for Schools – one (1) Annotating digital floor/site plan, 62 hours, \$3,100.00; one (1) Link digital images and 360 movies to areas where hazmat are stored in high schools, 32 hours, \$1,600.00; One (1) Add MSDS info that schools can access, 5 hours, \$800.00; One (1) Upload floor plans PDF's for schools, 5 hours, \$250.00; One (1) vendor will import data into VIPlanning Software and link each area, \$2,500.00; One (1) Upload site to secure WCSD (Washoe County School District) site for review and access, \$250.00; One (1) Provide secure access for authorized users, local fire department, hazmat response teams and provide final output and data on secure flash drive for WCSD Police, \$250.00 – Total \$8,750.00; and Priority 4) Reno Fire TRIAD Team – Miscellaneous Equipment for Team; One (1) Non-sparking tool set, \$832.86; One (1); six (6) foot fiberglass step ladder, \$52.84; One (1) Work and Rescue Helmets, \$92.64; one (1) 24-foot Skatewheel Conveyor System \$1,836.85; Nine (9) Epic Voice Amplifier, \$372.00 each – (\$3,348.00); Nine (9) Bracket, Epic Voice Amplifier AV300 Face Piece, \$23.50 each – (\$211.50); Two (2) Scott 60-minute Carbon Cylinder and Value 4,500psi, \$1,095.00 each – (\$2,190.00) – Total \$8,532.00, for a total grant of \$30,000.00. (The Reno Fire Department TRIAD is to pay the remaining balance of \$32.69.) Mr. Pelt also moved to approve the following: 1) SERC (State Emergency Response Commission) for LEPC (Local Emergency Planning Committee) Operations \$2,000.00; and 2) LEPC (Local Emergency Planning Committee) recording services provided by Robert Cox \$2,000.00 for a total of \$4,000.00. Total grant request \$34,000.00. MOTION CARRIED.

8. UPDATE ON REGIONAL EMERGENCY MANAGEMENT EVENTS (Non-action item) – A briefing of regional meetings, events, trainings and exercises. [Taken out of agenda order]

Aaron Kenneston, Emergency Manager – Washoe County Emergency Management, drew attention to the two (2) events occurring at the EOC (Emergency Operations Center): 1) at 11:00 a.m. today there will be a planning session for the upcoming wildfire season should a fire occur in the urban/wilderness interface; and 2) a marathon meeting to formulate the Draft Region Resiliency Study in the CVRB building at DRI (Desert Research Institute) 2215 Raggio Parkway, Reno (Nevada).

Yearly Regional Training and Exercises



MARCH

- 4- Deaf and Hard of Hearing Smoke Detector School Project Meeting
- 14 – ARkStorm Summit
- 24- School District Plan Update Work Session
- 26- COOP Training Class - Facility Security

APRIL

- 16- Washoe COOP TTX (DA)
- 17 – LEPC
- 17- Infra Guard
- 18- Public Safety Field Day for Deaf and Hard of Hearing Children (REOC)
- 23- PREPARE Washoe Meeting
- 23- Washoe COOP TTX (Health District)
- 25- Large Animal Rescue Drill (Stead)

MAY

- 22- Post Office Bio Exercise
- 29- Airport Full-Scale Exercise – Broken Wing
- 30/31- Public Warning & ARES Conference Virginia City

JUNE

- 2-13- School Incident Response Team SIRT Training
- 10- CST Exercise
- 12-14- CERT Academy

17- LEPC

19-21- CERT Academy

JULY

- 10/12- CERF-P Full-Scale Exercise at RPSTC
- 17-18- Public Warning Training Workshop
- 23- PREPARE Washoe Meeting

AUGUST

- 6/7- Public Warning Workshop
- 17- LEPC
- xx – Alternate EOC & IAP Exercise

SEPTEMBER

Preparedness Month Activities

Future Year FFY- 2014

- 16 October '14 LEPC
- 16 October '14 Great Shake Out
- xx October '14 – No. NV Disaster Victim Recovery Team TTX
- xx November '14 – City of Sparks Drill – Steve Driscoll
- 20 November '14 PW/PI Statewide Workshop
- 18 December '14 - LEPC
- xx June '15 – Bureau of Reclamation Dam Break Exercise

9. **UPDATE FROM THE RADIOLOGICAL TASK FORCE** (Non-action item) – *A briefing on current radiological issues within the region.* [Taken out of agenda order]

Aaron Kenneston commented that while there was no formal report he had attended a meeting in Las Vegas (Nevada) and learned that the Yucca Mountain site continues to receive shipments from the Lawrence Livermore Lab and other facilities that have radiological waste.

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10. **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) – Betsy Hambleton, WCSO or Designee*

Shirlee Rhodes – CERT (Community Emergency Response Team), outlined recent activities including crowd management with Washoe County Sheriff's Office on New Year's Eve and the recent graduation of fifteen (15) students with nine (9) volunteers. Upcoming training includes the Broken Wing Exercise and Rodeo Planning as well as a drill over the next weekend.

11. **LEPC PRESENTATION** (Non-action item) – *Briefing on National Disaster Medical System (NDMS) interagency partnership between DHS, DoD, and VA; and how the system relates to the VA and our regional hospitals in Washoe County during disasters*

Rob McLaughlin - Veterans Affairs, provided an overview of disaster assistance that can be provided when an event occurs such as Hurricane Katrina. Mr. McLaughlin pointed out that the assistance provided could take patients from the San Francisco and Northern California areas but not a local event, which would already have put medical personnel and facilities at maximum capacity. The intent is to provide such centers within a 2.5 hour flight time. Currently, discussions have been held or will be scheduled with REMSA (Regional Emergency Medical Services Authority), Washoe County Reno Fire Department and Sparks Fire Department. The two regional airports Stead and Reno Tahoe International will provide landing space along with triage and transit capabilities to local hospitals. The aircraft used in the transport of patients would be the C-130 or C-117. Mr. McLaughlin noted that an aero-medical training session was being developed.

7. **PRESENTATION AND REVIEW OF STATE EMERGENCY RESPONSE COMMISSION (SERC) GRANTS AND TIMELINES** (Non-action item) – *A briefing of available SERC grants to the LEPC (Local Emergency Planning Committee) and applicable timelines and guidelines.*
[Taken out of agenda order]

Cathy Ludwig – Grant Coordinator, narrated a PowerPoint® presentation (copy on file) that the LEPC (Local Emergency Planning Committee) Executive Committee had suggested be presented to the General Membership. Ms. Ludwig provided an overview of each of the grants: Planning, Equipment and Operations, which was acted on today (February 20, 2014); UWS (United We Stand) which is designed to fund preparedness to combat terrorism with allowable categories in planning, training and equipment; HMEP (Hazardous Materials Emergency Preparedness) which fund mitigation of and/or response to hazardous materials incidents involving transportation, allowable categories include planning and training which includes training conferences. Ms. Ludwig then provided an overview of the roles and responsibilities for the Grants Coordinator, Grants and Finance Subcommittee, and the General Membership. Ms. Ludwig emphasized the need to submit quarterly reports on grant expenditures whether funds are expended or not. These reports must include copies of invoices, purchase orders and proof of payment. The timelines for grants are as follows: SERC grants July – September – start planning for the Planning, Training and UWS request; January application begins for the Planning, Training and Equipment grant; March applications due to SERC for the Planning, Training and Equipment grant; April application begins for the UWS grant; May UWS applications due

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to SERC. HMEP Timelines December – February, start planning for HMEP Planning and Training requests. Depending upon when the Fed's release the grant cycle (early this year 2014) SERC will solicit LEPCs for grant request, so that they can be in the pre-approval process. (SERC will request a brief description of the project, estimated cost and if training the number of people to be trained. Other timelines: June – Announcement of upcoming officer openings; August – Officer Elections; October/December – Review of LEPC Bylaws, Membership list, HazMat Plan, exercises, etc. January bylaws, membership updates, plan updates, etc. are due to SERC for LEPC compliance. Additional questions may be directed to Ms. Ludwig via email: Cludwig@washoecounty.us or telephone 775-337-5859.

Chair Moore expressed his appreciation for Ms. Ludwig's expertise and leadership as it is his belief that without her leadership and expertise grant opportunities would be missed.

- 12. 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. April 17, 2014.*

Aaron Kenneston provided a brief overview of the previous Homeland Security grant process that had provided millions of dollars in grant funding from 2003 until about 2006 directly from the State to LEPCs (Local Emergency Planning Committee). The Homeland Security grant programs began shortly after the World Trade Incident on September 11, 2001. Currently, Hazardous Materials grant funds are limited to about \$90,000.00 per year to help fill capability gaps in the region. Mr. Kenneston suggested that member agencies take full advantage of their own grant coordinators that each jurisdiction has on staff to facilitate the grant process by improving quality of grant proposal submissions from member agencies to the LEPC.

Joe Nishikida drew attention to the upcoming April 2014 CAMEO (Computer-Aided Management of Emergency Operations Suite (PER-229) sponsored by Nevada Division of Emergency Management with the Regional Haz-Mat Material Team. Mr. Nishikida encouraged participation in the training.

Cathy Ludwig commented that she believes there is still language in NRS (Nevada Revised Statutes) that requires LEPC (Local Emergency Planning Committee) approval for member agencies receiving Homeland Security grant funds. Ms. Ludwig asked that member agencies receiving such funding bring the grant to LEPC for approval so that the region is aware of what is going on.

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

There were no public comments.

- 14. ADJOURNMENT**

Chair Moore adjourned the meeting at 10:02 a.m.