

WASHOE COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

Executive Membership Committee

MINUTES

May 10, 2011 ~ 8:30 a.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 8:54 a.m. A quorum was established.

MEMBERS PRESENT: Chris Magenheimer – North Lake Tahoe Fire Protection District, Chris Smith – Washoe County School District and Cathy Ludwig – Washoe County Emergency Management.

MEMBERS ABSENT: Aaron Kenneston – Washoe County Emergency Management.

Mary Kandaras – Deputy District attorney, joined the meeting at 9:00 a.m.

2. APPROVAL OF JANUARY 25, 2011 EXECUTIVE MEMBERSHIP COMMITTEE MEETING MINUTES

It was moved by Member Magenheimer, seconded by Chair Smith, to approve the January 25, 2011, minutes, as submitted. The motion carried: Member Magenheimer and Chair Smith assenting; and Member Kenneston absent.

3. APPROVE NEW LEPC (Local Emergency Planning Committee) VOTING MEMBERSHIPS

Chair Smith outlined his concerns about new memberships not listing at least one alternate member on the application. Chair Smith contacted Reno Emergency Manager Tim O'Brien – Reno Fire Department, who submitted an application. Mr. O'Brien stated verbally to Chair Smith that Division Chief Tammy Lopes be added as his alternate.

It was moved by Member Magenheimer, seconded by Chair Smith, to appoint Tim O'Brien – Reno Emergency Manager to the Local Emergency Planning Committee General Membership under the Fire discipline. The motion carried: Member Magenheimer and Chair Smith assenting; and Member Kenneston absent.

Chair Smith outlined Jeff Whitesides – Washoe County Public Health Preparedness Manager, application noting that Carlotta Taylor and Christina Conti were listed as alternates.

During a brief discussion it was noted that the LEPC (Local Emergency Planning Committee) legal counsel (Mary Kandaras) had opined after research of both SERC (State Emergency Response Commission) guidelines that more than one department within a

* denotes **NON** action item

member agency (e.g. City of Reno, Sparks or Washoe County) could have more than one voting member listed under different disciplines. It was noted that Washoe County Health District has representatives from Environmental as well as Administration. It was pointed out that the LEPC Executive Committee can amend the bylaws as needed should an issue arise.

Ms. Kandaras explained that she had reviewed SERC guidelines and the overall intent of the LEPC is to have broad representation on the committee. Ms. Kandaras noted that she had proposed the use of a “proxy vote” in the LEPC bylaws to avoid issues with quorum in the future with proper notice and that the requirement to limit each member agency to a single voting member had been removed. However, should an issue arise the bylaws may be amended annually.

It was moved by Member Magenheimer, seconded by Chair Smith, to appoint Jeff Whitesides – Washoe County Health District Public Health Preparedness Manager, to the General Membership Committee with Carlotta Taylor and Christina Conti as alternates under Public Health. The motion carried: Member Magenheimer, Chair Smith assenting; and Member Kenneston absent.

Chair Smith outlined the American Red Cross application appointing Tonya Milelli to the General Membership, with Tom Martin and Karli Epstein as alternates.

It was moved by Member Magenheimer, seconded by Chair Smith, to appoint Tanya Milelli – American Red Cross Northern Nevada Chapter to the General Membership Committee with Tom Martin and Karli Epstein as alternates under the Community Discipline. The motion carried: Member Magenheimer, Chair Smith assenting; and Member Kenneston absent.

Chair Smith outlined the Truckee Meadows Community College Police Department application to appoint Phil Povey as primary with Brad Norman and Josh Reynolds as alternates.

It was moved by Member Magenheimer, seconded by Chair Smith, to appoint Phil Povey – Truckee Meadows Community College Police, to the General Membership Committee with Brad Norman and Josh Reynolds as alternates under Law Enforcement. The motion carried: Member Magenheimer, Chair Smith assenting; and Member Kenneston absent.

Chair Smith noted that Ron Percival – Channel 2 KTVN, had applied to serve on the General Membership Committee under the Media category but had not listed alternates.

Cathy Ludwig – Secretary/Treasurer, suggested that the Executive Committee approve the appointment of Mr. Percivalle with a request to appoint an alternate.

It was moved by Member Magenheimer, seconded by Chair Smith, to appoint Ron Percivalle – KTVN Channel 2, to the General Membership Committee under Media contingent upon the appointment of one or more alternates.

Ms. Kandaras noted that the current bylaws did not mandate that an alternate be appointed and that she did not believe such a contingency could be enforced.

The motion carried: Member Magenheimer, Chair Smith assenting; and Member Kenneston absent.

Chair Smith summarized the application to appoint Keith Sheridan – Ormat Technologies, Inc., to the General Membership Committee noting that Mr. Sheridan had not identified an alternate.

Ms. Ludwig noted that Ormat Technologies had previously been a member but had been removed from membership due to non-attendance. However, the absences were caused by previous member's transfers within the organization.

During a brief discussion it was noted that the increased number of General Membership Committee members resulted in the increased number of attendees needed to meet the quorum requirement as identified in the Nevada OML (Open Meeting Law). It was suggested that the use of the "Proxy Vote" may alleviate the quorum issue as does the ability to participate in LEPC meetings via teleconference. It was suggested that any agency wishing to send a "Proxy Vote" notify the LEPC Secretary (Cathy Ludwig) not later than three (3) business days before the scheduled meeting.

It was moved by Member Magenheimer, seconded by Chair Smith, to appoint Keith Sheridan – Ormat Technologies, Inc., to the General Membership Committee contingent upon the identification of one or more alternates under the Community discipline. The motion carried: Member Magenheimer, Chair Smith assenting; and Member Kenneston absent.

4. DISCUSSION AND POSSIBLE ACTION FOR AMENDMENT TO LEPC (Local Emergency Planning Committee) BYLAWS

Mary Kandaras – Deputy District Attorney, provided an overview of the proposed amendments and explained that she would provide a "Proxy Vote" statement. Ms. Kandaras noted that she would place a requirement that the use of a Proxy Vote by any member agency be submitted a minimum of three (3) business days before the scheduled meeting.

During a brief discussion it was noted that the appointment of alternates should be made a requirement by adding the word "shall" in the bylaws under Article III - Membership, Section Three (3).

It was moved by member Magenheimer, seconded by Chair Smith, to accept the amendments to the Washoe Local Emergency Planning Committee Bylaws.

Responding to Chair Smith's inquiry about whether Vice-chair Magenheimer could transition to the position of Chair without having served a full term, Ms. Kandaras explained that Vice-chair Magenheimer was completing an unexpired term, which she did not believe would pose any issue with his moving to the position of Chair in October 2011 as required in the bylaws.

The motion carried: Member Magenheimer, Chair Smith assenting; and Member Kenneston absent.

5. TOPICS AND THEMES FOR UPCOMING MEETINGS *

Cathy Ludwig – Grants Administrator, noted that the Nevada Air National Guard had offered to provide a presentation to the General membership and that the Amateur Radio group would re-schedule their presentation.

Member Magenheimer suggested that the newly appointed member's provide an opportunity to introduce themselves at the next General Membership and provide a brief overview on how their particular agency would mesh with the LEPC (Local Emergency Planning Committee) goals and objectives.

Mary Kandaras – Deputy District Attorney, suggested that all member agencies provide a brief statement at the next General Membership on how their particular agency fit the goals and objections as well.

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

Chair Smith welcomes Vice-chair Magenheimer to the Executive Committee.

7. PUBLIC COMMENTS *

There were not public comments.

8. SCHEDULE NEXT MEETING DATE

The next meeting of the Washoe Local Emergency Planning Committee Executive Committee will be announced. It was noted that all future meetings would start at 9:00 a.m.

9. ADJOURNMENT

Chair Smith adjourned the meeting at 9:24 a.m.

