

WASHOE LOCAL EMERGENCY PLANNING COMMITTEE

Executive Membership Committee

MEETING MINUTES

Thursday ~ July 16, 2009 ~ 10:30 a.m.

Washoe County Regional Emergency Operations Center
5195 Spectrum Boulevard, Reno, Nevada

1. CALL TO ORDER/ROLL CALL

Chair Magenheimer called the meeting to order at 10:52 a.m.

PRESENT: Greg Befort – Regional Public Safety Training Center; Jim Caughron – Washoe County Risk Management; Aaron Kenneston – Washoe County Emergency Management; Chris Magenheimer – North Lake Tahoe Fire Protection District; and Chris Smith – Washoe County School District; Cathy Ludwig – Washoe County Emergency Management.

ABSENT: Tim Alameda – Reno Fire Department.

Mary Kandaras – Deputy District Attorney, was also present.

2. APPROVAL OF JANUARY 27, 2009 EXECUTIVE MEMBERSHIP COMMITTEE MEETING MINUTES

It was moved by Member Caughron, seconded by Member Smith, to approve the January 27, 2009, minutes, as submitted. MOTION CARRIED.

3. DISCUSSION, POSSIBLE ACTION ON LEPC (Local Emergency Planning Committee) VOTING MEMBERSHIP LIST

Cathy Ludwig – Secretary/Treasurer, drew attention to the membership spreadsheet (copy on file) and explained that those highlighted in yellow verified and submitted updated member forms. Ms. Ludwig noted that Joe Nishikida and Eric Millette would be added to the roster for Reno Fire and Sparks Fire respectively. Additionally, there are two new applications that will be dealt with later in the meeting agenda. Ms. Ludwig then noted, that the representatives from John Ascuagua's Nugget, NVEnergy, H2O, and Reno CAO (City Attorney's Office) both primary and alternates had not attended meetings in the past quarter. Ms. Ludwig noted that the Washoe County Public Works representative had retired. Ms. Ludwig noted that Doug McPartland had replaced longtime City of Reno Police Department Member Jim Johns.

During the discussion it was suggested that perhaps the various agencies should be limited to a single alternate to reduce time needed to ascertain quorum. As the discussion continued, it was noted that the Executive Committee had notified member agencies of the intent to enforce that section of the Bylaws related to meeting attendance. Of particular

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concern to SERC (State Emergency Response Commission) is the lack of attendance by one of the region's elected officials. It was suggested that the City of Reno and Washoe County be encouraged to appoint one of their governing body as an alternate to fulfill the SERC's membership requirement.

Mary Kandaras – Deputy District Attorney, suggested that the disciplines be limited to a single agency being needed to achieve quorum from among the member agencies with the agencies establishing among themselves who is the primary voting member.

During the discussion it was noted that a previous recommendation to limit the primary voting member to a single agency within a discipline had been opposed due to potential funding concerns by elected bodies. Other discussion noted that SERC mandates the categories and that attendance has improved somewhat since the written notification. It was pointed out that 21 members are needed to achieve quorum in the 40 member body. Membership on the LEPC (Local Emergency Planning Committee) can be revoked by the Executive Committee under the current bylaws. However, that rule has historically not been enforced. Other discussion noted membership is not a requirement to be added to the email distribution list. Other discussion pointed out that eligibility for SERC grants is contingent upon LEPC (Local Emergency Planning Committee) membership. As the discussion continued, it was pointed out that there was no quorum issue when grant monies were plentiful and that there needs to be a greater commitment on the part of the membership. Other discussion noted that those agencies being deleted from the current member roster could reapply for membership in the future. It was suggested that the number of agencies under each discipline remain unchanged for law enforcement and fire until and when the agencies are consolidated in the future.

Ms. Kandaras recommended that each agency/individual being removed from the membership be done in separate motions.

It was moved by Member Befort, seconded by Member Caughron, to remove H2O from the membership roster due to lack of meeting attendance. MOTION CARRIED.

It was moved by Member Befort, seconded by Member Caughron, to remove James Flenner from the Environmental category due to lack of meeting attendance. MOTION CARRIED.

During a brief discussion it was pointed out that within the Hospital category there was an Alternate that is employed with Barton Memorial Hospital, which is located in the State of California. She has not attended and it was determined she should be removed.

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It was moved by Member Caughron, seconded by Member Befort, to remove Barton Memorial Hospital from membership as it is located in the State of California not Washoe County, Nevada. MOTION CARRIED.

It was moved by Member Caughron, seconded by Member Smith, to remove Washoe County Public Works from membership. MOTION CARRIED.

It was moved by Member Caughron, seconded by Member Befort, to remove the Reno City Attorney's Office from membership due to lack of meeting attendance. MOTION CARRIED.

It was moved by Member Caughron, seconded by Member Befort, to remove NVEnergy, formerly Sierra Pacific Power Company from membership due to lack of meeting attendance. MOTION CARRIED.

It was moved by Member Befort, seconded by Member Caughron, to remove John Ascuagua's Nugget form membership due to lack of meeting attendance. MOTION CARRIED.

4. DISCUSSION, POSSIBLE CHANGES AND RECOMMENDATIONS ON THE WASHOE COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) BYLAWS TO BE APPROVED BY THE LEPC GENERAL MEMBERSHIP

Cathy Ludwig – Secretary/Treasurer, commented that the intent is for the Executive Committee to review the existing bylaws and make recommended changes to the General Membership as part of the annual review process required by SERC (State Emergency Response Commission).

Member Befort explained how and why, in his opinion, the Planning and Training Subcommittee could be removed as a standing committee in the bylaws. Mr. Befort noted the difficulties in securing the fragmented training documentation necessary to comply with federal and state regulations as each agency typically conducts their own training. Mr. Befort suggested that perhaps having a contractor responsible for that type of data gathering might be the best course of action, as he believes there may be grant funding that would cover the contractor's costs.

There was some discussion about the SERC (State Emergency Response Commission) funding criteria. It is thought that future SERC funding would be applicable and available for use to engage the services of a contractor for the collection, compilation and analysis of training documentation. Other discussion suggested that a process similar to that used by the 800 MHz Communications System Users Committee might be useful in securing the planning and training data. Currently the 800 MHz Users Committee has a working group

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that meets to research various matters of interest to the group as a whole. Other discussion noted that efforts have been made to move the Planning and Training Subcommittee forward to no avail in the past. Other discussion suggested that the General Membership be asked to forgo some grant funding for equipment to fund a contractor. It was pointed out that failure to comply with regulations could result in a loss of grant funds in the future. It was noted that the matter needs to be articulated and explained at the August meeting of the General Membership that ties grant funds to reporting requirements. Additionally, in the event a contractor is engaged to collect, compile and analyze training documentation it is thought that the position should report to the Executive Committee.

Mary Kandaras – Deputy District Attorney, stated that she did not believe that a motion was required, but rather postpone a formal motion until a final document is presented.

A consensus was reached to enforce the meeting attendance policy and to remove the Planning and Training Subcommittee from the list of Committees.

It was moved by Member Caughron, seconded by Member Befort, to recommend that the Washoe Local Emergency Planning Committee (LEPC) bylaws be retained as written with the removal of the Planning and Training Subcommittee. MOTION CARRIED.

5. DISCUSSION, REVIEW AND POSSIBLE ACTION ON THE WASHOE COUNTY HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN TO BE APPROVED BY THE LEPC (Local Emergency Planning Committee) GENERAL MEMBERSHIP

Cathy Ludwig – Secretary/Treasurer, commented that while no specific action is needed at today's (July 16, 2009) meeting, this was left as an agenda item to facilitate any additional discussion of the plan that was rewritten this past year (2008).

Chair Magenheimer noted that the annual Hazmat permit process is now being done online and paper renewal is no longer an option. Therefore, the one item that may need to be updated in the plan would be an updated list of businesses that house hazardous materials to assure compliance.

During the discussion it was noted that perhaps a list of those businesses required to file their annual permit online needs to be identified. It was suggested that Scott Alquist may have additional information.

Member Befort made a motion to at minimum change the digital version of the Hazard Materials Plan to include those agencies and/or businesses that are required to

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report and file their annual permits online and present that revision to the General Membership for approval.

Ms. Ludwig noted that the revision did not need to be completed by the August 20, 2009, meeting. However, the SERC requires notification that the bylaws have been reviewed.

Member Befort amended the motion to recommend that the Hazardous Materials Plan be presented to the General Member with the change reflecting the online registration of hazard material permits. Member Caughron seconded the amended motion. MOTION CARRIED.

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

Cathy Ludwig – Secretary/Treasurer noted that Bob Cullins – an independent contractor and former LEPC (Local Emergency Planning Committee) member and Dee Stueve – AGC (Associated General Contractors) had submitted new membership application forms.

During a brief discussion it was noted that Mr. Cullins' is an emergency management consultant and as such does not qualify for LEPC membership.

It was moved by Member Befort, seconded by Member Caughron, to deny the membership application for Bob Cullins.

There was additional discussion about the required nexus for private businesses to become LEPC members. In this particular instance it appears that Mr. Cullins has a conflict given the nature of his consulting business. It was pointed out that only LEPC member's can serve on the Grant and Finance and other Subcommittees and that Mr. Cullins may reapply if some criteria heretofore unknown to the Executive Committee are identified.

MOTION CARRIED.

It was moved by Member Smith, seconded by Member Caughron, to appoint Dee Stueve of Associated General Contractors (AGC) to the Washoe Local Emergency Planning Committee in the Transportation discipline. MOTION CARRIED.

Member Kenneston noted that the AGC currently has a seat at the REOC (Regional Emergency Operations Center).

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

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Cathy Ludwig – Secretary/Treasurer, suggested that membership forms be updated to require what discipline (category) a potential member is seeking LEPC representation.

Member Kenneston suggested that SERC (State Emergency Response Commission) language be used to define the disciplines.

8. PUBLIC COMMENTS *

There were no public comments.

9. SCHEDULE NEXT MEETING DATE

During the discussion it was suggested that the Executive Committee convene immediately following the August 20, 2009, General Membership Committee meeting. As the discussion continued, it was pointed out that the LEPC (Local Emergency Planning Committee) Chair had the authority to appoint members to the various committees and would not require a special meeting. Other discussion suggested an announcement at the July 23, 2009, meeting about the vacant subcommittee position that members might have an interest in.

It was moved by Member Caughron, seconded by Member Befort, to reopen Agenda Item 4 for further discussion. MOTION CARRIED.

4. DISCUSSION, POSSIBLE CHANGES AND RECOMMENDATIONS ON THE WASHOE COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) BYLAWS TO BE APPROVED BY THE LEPC GENERAL MEMBERSHIP [Reopened]

Cathy Ludwig – Secretary/Treasurer, noted that in the past, an officer position had been appointed to the general membership who was not an active member of the LEPC General Membership. It has been suggested that members and Chairs of Subcommittee must come from the active LEPC General Membership, thereby requiring a modification in the bylaws under the subcommittee section.

It was moved by Member Smith, seconded by Member Befort, to amendment Article 3 under Chairpersons that appointment of Subcommittee Chair is limited to a member of the Local Emergency Planning Committee General Membership. MOTION CARRIED.

Ms. Ludwig noted that she would provide a list of interested members to the Chair for appointment at the August 2009 meeting.

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10. ADJOURNMENT

Chair Magenheimer adjourned the meeting at 12:13 p.m.

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