

# Washoe Local Emergency Planning Committee

## General Membership Meeting

### Minutes

**Thursday ~ August 27, 2015 ~ 9:00 A.M.**

**Regional Emergency Operations Center**

**5195 Spectrum Boulevard, Reno, Nevada**

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

Chair Kenneston called the meeting to order at 9:00 a.m.

**PRESENT:** Scott Alquist – Truckee Meadows Community College; Jerry Baldrige – Washoe County Sheriff's Office; Wade Barnett – KOLO-TV; Gary Beekman – Washoe County Technology Services; Julie Bender – Regional Public Safety Training Center; Jack Byrom – Truckee Meadows Water Authority; Darryl Cleveland – Truckee Meadows Community College; Pat Dyer – Sparks Police Department; Michelle Gitmed – Reno Police Department; Bruce Hicks – North Lake Tahoe Fire Protection District; David Hunkup – Reno Sparks Indian Colony; Eric James – University of Nevada, Reno; Aaron Kenneston – Washoe County Emergency Management; Jace LaFever – Inter-Hospital Coordinating Council; Steve Leighton – Reno Fire Department; Tim Leighton – Truckee Meadows Fire Protection District; Spencer Lewis – University of Nevada, Reno; Casey Micone – Reno Tahoe Airport Authority; Eric Millette – Sparks Fire Department; Tracy Moore – Washoe County School District; Debbie Penrod – University of Nevada, Reno; Rob Reeder – Regional Transportation Commission; Jim Reid – Sparks Fire Department; Mike Rogers – KTVN-TV; Suzy Rogers – Reno ECOMM; Robert Smith – Washoe County Animal Services; Brian Taylor – Regional Emergency Medical Services Authority; and Jeff Whitesides – Washoe County Health District.

**ABSENT:** Lance Boekenoogen – Nevada Air National Guard-NVCERFP; Jim Bolton – City of Sparks; Kelly Boyd – American Red Cross; Steve Burlie – Regional Transportation Commission; Paul Burton – Regional Emergency Medical Services Authority; Chris Cenac – Truckee Meadows Water Authority; Kent Choma – Inter-hospital Coordinating Committee; Christina Conti – Washoe County Health District; Grant Cruise – KRNVT-TV; Cassie Darrough – Pyramid Lake Paiute Tribe; Jeff Deitch – KRNVT-TV; Diane Drinkwater – Washoe County District attorney's Office; Jason Elorza – Sparks Fire; James English – Washoe County Health District; Dan Gonda – Inter-Hospital Coordinating Committee; Tom Green – Washoe County Sheriff's Office; Nida Harjo – Reno Sparks Indian Colony; Greg Herrera – Washoe County Sheriff's Office; Chris Hicks – Washoe County District Attorney's Office; Sam Hicks – Truckee Meadows Fire Protection District; Timothy Hill – Nevada Air National Guard; Erin Holland – Truckee Meadows Fire Protection District; Elaina Hooper – Reno ECOMM; Logan Ingersoll – Nevada Air National Guard; Todd Kerfoot – Regional Emergency Medical Services Authority; Mike Kramer – American Red Cross; Beth Langan – Regional Public Safety Training Center; Chad Leonard – University of Nevada, Reno; Chris Long – Washoe County Technology Services; Teresa Long – Washoe County Health District; Chris Maples – Sparks Fire Department; Matthew McConico – KRNVT-TV; Ian McEwen – Nevada Air National Guard/NV CERFP; Landon Miller – KTVN-TV; Oliver Miller – City of Reno; Tom Miller – City of Sparks; William Miller – Pyramid Lake Paiute Tribe; Tom Nelson – Reno-Tahoe Airport Authority; Jason Pasco – KTVN-TV; Ed Pearce – KOLO-TV; Don Pelt – Pyramid Lake Paiute Tribe; Ray Price – Washoe County School District; Jim

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Reagan – NV Energy; Brian Reeder – Associated General Contractors; Mark Regan – North Lake Tahoe Fire Protection District; Al Rogers – Washoe County Management Services; Bob Sack – Washoe County Health District; Shyanne Schull – Washoe County Animal Services; Ryan Sommers – North Lake Tahoe Fire Protection District; Tim Spencer – Reno Fire; Eric Stringer – Nevada Air National Guard NV CERFP; Stanton Tang – KOLO-TV; Jason Trevino – Washoe County School District; Greta Woyciehowsky – City of Sparks; and Dominica Yturbide – Reno ECOMM.

David Watts-Vial – Deputy District Attorney, was also present.

## **2. PUBLIC COMMENTS** (Non-action item)

There were no public comments.

## **3. APPROVAL OF MINUTES** (For possible action) – *June 18, 2015 General Membership meeting minutes.*

Hearing no public comment, Chair Kenneston asked for Board discussion or a motion.

***It was moved by Rob Reeder, seconded by Jeff Whitesides, to approve the June 18, 2015, General Membership meeting minutes, as submitted. MOTION CARRIED.***

## **4. TREASURER'S REPORT** (For possible action) – *A review, discussion and possible action to accept Revenue and Payables reports.*

Cathy Ludwig - Grants Coordinator, noted that the SERC FY 15 Planning, Training, Equipment and the United We Stand grants had closed; but the mid-cycle 2015 grant for Continuing Challenge would be expended during the September 2015 conference. Ms. Ludwig noted that most of the FY 16 SERC award sub-grant contracts had been signed and returned and pointed out that the end of the first reporting quarter is September 30, 2015. The FFY14 Homeland Security Continuity of Operations grant of \$75,000.00 has expended \$53,578.67, with \$2,625.00 encumbered. It is expected that the grant will be fully expended before March 31, 2016. The FFY14 Homeland Security SPARTAN School Safety Project grant of \$112,500.00 has expended \$31,360.45 with an additional \$40,500.00 encumbered. Remaining funds are scheduled to be expended with the September 16, 2015 school safety summit. The Homeland Security FFY14 Citizen Information/Warning grant of \$155,000.00 has expended \$43,488.07 thus far encumbered \$57,250.00. All Homeland Security grants end March 31, 2016. Ms. Ludwig noted that additional events are being developed for this grant.

Hearing no public comment, Chair Kenneston asked for Board discussion or a motion.

***It was moved by Eric Millette, seconded by Scott Alquist, to accept the Revenue and Payables Report, as presented. MOTION CARRIED.***

## **5. GRANT OPPORTUNITIES** (For possible action) – *Information and discussion of upcoming and /or existing LEPC grants.*

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Cathy Ludwig - Grants Coordinator, commented that there were no new grant opportunities to announce.

Chair Kenneston noted that staff will continue to see additional grant opportunities and that a Homeland Security Grants that were applied for in 2015, should be on the October meeting agenda for approval.

6. **GRANT APPROVAL** (For possible action) – *Approval of a State Emergency Response Commission (SERC), Hazardous Materials Emergency Planning (HMEP) Mid-Cycle Training grant submission to the SERC for registration expenses to the 2015 FireShowsWest Hazmat Conference and Expo October 5-8, 2015, in Reno, NV.*

Chair Kenneston opened the agenda item.

Cathy Ludwig - Grants Coordinator, outlined the requests to allow the following registrations for RenoFireShows: 1) ten (10) for Sparks Fire \$1,950.00; 2) one (1) for Truckee Meadows Community College \$195.00; 3) four (4) Truckee Meadows Fire Protection District \$780.00; 4) four (4) Reno Tahoe Airport Authority \$780.00; 5) Twenty-five (25) Reno Fire \$4,875.00 for a total grant request of \$8,580.00.

***It was moved by Scott Alquist, seconded by Eric Millette, to approve the RenoFireShows grant request in the amount of \$8,580.00.***

Chair Kenneston commented that he fully supports the request and drew attention to the significant amount of knowledge that is available.

### **MOTION CARRIED.**

7. **OFFICER ELECTIONS** (For possible action) – *Approval of nominations and vote for annual LEPC Officer positions; Nominees to make brief presentation on LEPC contribution.*

Chair Kenneston opened the agenda item noting that ballots would be distributed. The ballots must be signed with the representative's name also printed along with the name of the agency represented on the ballot. Additionally, write-in's are allowed for the Vice-chair and At-Large position. Chair Kenneston pointed out that the Vice-chair position is a two (2) year commitment as the Vice-chair will assume the position of Chair in October 2016. Chair Kenneston explained that other Counties in the State of Nevada have Emergency Manager appointed as the Chair. However, in Washoe County the intent is to encourage participation and rotate the officer positions among the member agencies with Washoe County Emergency Management retaining the records. Chair Kenneston noted that Tim Spencer has volunteered to accept the nomination for the At-Large position.

Cathy Ludwig – Grants Administrator, distributed ballots to primary and alternate voting in the absence of the primary member.

This item continued to allow opportunity for members to complete their ballots.

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**8. LEPC MEMBERSHIP LIST APPROVAL** (For possible action) – *A review, discussion and possible action of update to the LEPC Membership List.*

Chair Kenneston outlined the membership list noting that the list is one of several items that must be approved annually to remain compliant with SERC regulations. In addition to the membership roster, LEPC will, in subsequent agenda items, approve the LEPC Bylaws update and the Hazards Materials Plan. Chair Kenneston recalled that the Executive Committee had approve the Membership roster at their April 20, 2015 meeting

Jack Byrom – TMWA, noted that Chris Cenac is no longer with TMWA and that he would be assuming the primary member position.

David Watts-Vial – Deputy District Attorney, responded to Chair Kenneston’s inquiry about whether the change could be made at today’s meeting or held until the next LEPC Executive Committee meeting. It is Mr. Watts-Vial’s opinion that the board could move forward with the list so long as the appointments are made in accordance with existing law.

Jeff Whitesides – Washoe County Health District, suggested that the agency name be updated to Washoe County Health District or Health District rather than the current designation of District Health which is a legacy designation.

***It was moved by Brian Tayler, seconded by Jeff Whitesides, to approve the LEPC Membership roster as presented. MOTION CARRIED.***

**9. LEPC BYLAWS APPROVAL** (For possible action) – *A review, discussion and possible action of update to the LEPC Bylaws.*

Chair Kenneston explained that the LEPC Bylaws also need to be updated and approved annually and that the updates were approved by the LEPC Executive Committee at their April 20, 2015, meeting.

Hearing no public comment Chair Kenneston asked for Board discussion or a motion.

***It was moved by Eric Millette, seconded by Rob Reeder, to approve the LEPC Bylaws as presented. MOTION CARRIED.***

Chair Kenneston noted that the LEPC bylaws are available and asked the Member Agencies bring any suggested modifications to the LEPC Executive Committee’s attention.

**10. LEPC HAZMAT PLAN APPROVAL** (For Possible Action) – *A review, discussion and possible action of update to the LEPC Hazmat Plan.*

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Chair Kenneston drew attention to the need to have the most recent and accurate information on the types of hazardous materials equipment, quantities and types of hazardous materials, locations and contact information in the LEPC HazMat Plan before approval and submission to SERC.

Responding to Chair Kenneston's inquiry about whether a motion was needed to table the item, David Watts-Vial – Deputy District Attorney, explained that the board could either take action to approve, deny, modify or table the matter until the October 15, 2015, meeting.

***It was moved by Darryl Cleveland, seconded by Suzy Rogers, to table agenda item 6 Approval of the LEPC HazMat Plan until October 15, 2015.***

7. **OFFICER ELECTIONS** (For possible action) – *Approval of nominations and vote for annual LEPC Officer positions; Nominees to make brief presentation on LEPC contribution.*  
[Reopened]

Cathy Ludwig – Grants Coordinator, stated that Tracy Moore had been elected as Vice-Chair with Tim Spencer retaining the At-Large position.

11. **UPDATE ON REGIONAL EMERGENCY MANAGEMENT EVENTS** (Non-action item) – *A briefing of regional meetings, events, trainings and exercises.*

Aaron Kenneston – Washoe County Emergency Management, drew attention to the upcoming September 16, 2015 school safety event, as well as, the December 9, 2015 Emergency Alerts including but not limited to Amber Alert and Emergency Alerts. This event will be held at the Atlantis hotel/Casino. Immediately following today's meeting will be a Training and Exercise Planning Workshop (TEPW) to discuss, formulate and update the 2016 exercise and training calendar.

**FY-2015**

## **Yearly Regional Training and Exercises**



### **SEPTEMBER**

“Preparedness Month”

2- Volunteer Organizations Active in Disaster (VOAD)

16- School Statewide Conference

17 – 800 MHz & E911 Meeting

17 – PREPARE Washoe (Off site)

### **Future Year FFY- 2016**

Oct 15- LEPC

Oct 15 – Great Nevada Shake Out

November 2016- Vigilant Guard-17

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Nov 4 – VOAD

Nov 19 - 800 MHz & E911 Meeting

Dec 9 – Public Warning/Public Information  
Event

Dec 16 – PREPARE Washoe (REOC)

Dec 17 – LEPC

**FFY- 2017**

May 2017- Broken Wing Airport Full-Scale  
Exercise

## **12. UPDATE FROM THE RADIOLOGICAL TASK FORCE** (Non-action item) – *A briefing on current radiological issues within the region.*

Scott Alquist noted that a full scale exercise is being planned in Wyoming that will focus on a train wreck carrying spent nuclear fuel at a rail crossing. It is hoped that he will have a DVD of the exercise by the October 15, 2015, meeting. Mr. Alquist noted that existing Microstar docimeters and readers issued to TRIAD, REMSA, UNR need to be returned to the EOC by October (2015) and will be replaced with the RAD watches.

Chair Kenneston noted that there is still a position for the Wyoming exercise open.

Mr. Alquist noted that while hospitals may retain the Microstar readers TRIAD and others using the Microstar system must return the equipment as soon as they can, but no later than the first of October. Mr. Alquist is working with Jon Bakkedahl, NV State Radiation Officer to finalize this.

## **13. 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).*

Shirlee Rhodes outlined recent events that CERT volunteers assisted with including, Reno Rodeo, Hot August Nights, Nevada State Fair and the July 4 Celebration at Incline Village. Ms. Rhodes also noted that volunteers in the Red Rock area also provide fire spotting assistant to TMFPD and that volunteers recently completed training in helicopter perimeter.

## **14. LEPC PRESENTATION** (Non-action item) – Presentation on Washoe County School Districts Hazmat Response Plan for High Schools.

Chair Kenneston opened the agenda item noting that LEPC had assisted in securing grant funds for the Washoe County School District project.

Tracy Moore – Washoe County School District, narrated a PowerPoint® presentation (copy on file). The plan is designed to assist first responders in the location, types and amounts of hazardous materials at each of the Washoe County School District's high schools. As funding is identified a similar plan will be developed for the District's Middle Schools. Mr. Moore noted that log-in access to the off-site plan can be obtained by providing name, agency and contact information via email to either Aaron Kenneston – [akenneston@washoecounty.us](mailto:akenneston@washoecounty.us), Cathy Ludwig [Cludwig@washoecounty.us](mailto:Cludwig@washoecounty.us) or himself [tmoore@washoeschools.net](mailto:tmoore@washoeschools.net). Mr. Moore demonstrated the key features of the plan, which includes links to photographs of specific areas of the building and location of key cutoff such as

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natural gas lines. Mr. Moore encouraged member agencies to contact him with other information that should be included in the plan.

- 15. LEPC 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. October 15, 2015.*

Shirlee Rhodes – CERT, introduced Joe Olaciregui.

Darryl Cleveland noted that TMCC will be adding two (2) Bachelor degree programs in Emergency Management and Homeland Security in 2016. These programs will require an Associate Degree in either Fire Technology or Pre-hospital applied or Criminal justice program degrees. Mr. Cleveland noted that the programs have received national attention.

Chris Smallcomb – NOAA, referred those present to view what is known, assumed and unknown about the upcoming winter weather and El Nino <https://www.youtube.com/watch?v=rMAcS-LrqSM&feature=youtu.be>

Cathy Ludwig - Grants Administrator, noted that an email had been sent earlier to member agencies on Emergency Response Guides (ERGs) and requested that those in need of the ERGs contact her either after the meeting or via email. Additionally, if an agency has already responded to an email sent by the Division of Emergency Management, there is no reason to contact her. This information is needed no later than Friday, August 28, 2015.

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

Eric Millette commented that TRIAD has four (4) available positions for the upcoming Continuing Challenge conference in Sacramento, California and encouraged interested members to contact either himself or Cathy Ludwig to fill the vacancies.

Tom McKnight noted that businesses can register with the State Fire Marshall for their hazardous materials storage permit at [fire.nv.gov](http://fire.nv.gov) or may contact him directly to register. Chair Kenneston recalled that prior to 2007 businesses needed to submit hard copy registration forms along with site map. Scott Alquist commented that while the sitemap is no longer a mandatory requirement if businesses file for their annual permit electronically, it is a prudent suggestion that makes it safer for first responders when called.

- 17. ADJOURNMENT**

Chair Kenneston adjourned the meeting at 10:00 a.m.