

Washoe County Local Emergency Planning Committee

Executive Membership Committee

MINUTES

Monday ~ September 18, 2006 ~ 9:00 a.m.

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

1. CALL TO ORDER/ROLL CALL

Vice-chair Russ Pederson called the meeting to order at 9:11 a.m. A quorum was present.

PRESENT: Greg Befort – Regional Safety Training Center; Jim Caughron – Washoe County Risk Management; Jim Gubbels – Regional Emergency Medical Services Authority; and Russ Pederson – Washoe County Sheriff's Office.

ABSENT: Aaron Kenneston – Washoe County Emergency Manager.

Nathan Edwards, Deputy District Attorney, was also present.

2. APPROVAL OF MAY 2, 2006 EXECUTIVE MEMBERSHIP COMMITTEE MEETING MINUTES

It was moved by Jim Gubbels, seconded by Greg Befort, to approve the May 2, 2006, Executive Committee minutes, as submitted.

Nathan Edwards, Deputy District Attorney, clarified that his comments reflected on page 2 about the agenda item focused specifically on the discussion about removal of members due to absence.

Cathy Ludwig, Grants Administrator asked that "Pederson" be changed to read "Pedersen" throughout the document.

It was moved by Jim Gubbels, seconded by Greg Befort, to approve the May 2, 2006, minutes, as amended. MOTION CARRIED.

3. REVIEW, POSSIBLE ACTION AND RECOMMENDATION TO LEPC (Local Emergency Planning Committee) GENERAL MEMBERSHIP ON LEPC BYLAWS.

Nathan Edwards, Deputy District Attorney, outlined suggested modifications to the current by-laws and suggested a removal of the "proxy" section of the bylaws based on the Nevada OML (Open Meeting Law). Although other entities use a teleconference call to allow member participation in a meeting, the OML does not specifically address that particular issue.

It was suggested that the "proxy" section be refined to indicate that teleconference is a viable option when members are unable to attend. Discussion then turned to membership categories and the need to mirror SERC (State Emergency Response Committee) regulations. It was noted that an Environmental Category needed to be added and that an elected official that is active in the LEPC (Local Emergency Planning Committee) proceeding.

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Ms. Ludwig read the SERC categories into the record: Elected State and Local Officials; Law Enforcement; Civil Defense; Fire Fighting; First Aid; Health; Local Environmental; Hospital; Transportation Personnel; Broadcast and Print Media; Community Groups; and Owners and Operators of facilities subject to the requirement of EPCRA (Emergency Planning and Community Right-to-Know Act).

Discussion then focused on the voting membership and the removal of some agencies from one category and placing them in another. Specifically, under Owners and Operators, perhaps H2O should be categorized under the Environmental category. It was suggested that the EMS category be relabeled as First Aid/EMS to meet SERC categories. Other discussion noted that North Lake Tahoe Emergency Services is included in the Fire Fighting category rather than EMS. Discussion then turned to the need to review LEPC policies on meeting absence and how those policies should be enforced as defined in Article 4. It was noted that an email had been sent to members and that Jeff Kinder (Owners and Operators category) had begun to attend meetings. Discussion then turned to how the attendance policy should be enforced by the Executive Committee and whether the General Membership must take action to approve the removal of members. It was explained that the Executive Committee could take action without specific approval of the General Membership. Discussion then noted that the election of a non-member to the At-Large Member automatically becomes a LEPC member. Discussion then noted that there was only one nominee for the position as Vice-chair (Rick Vandenberg) and that this individual is filling the vacancy created by the resignation of Susan Parker. Of particular concern is what precedent may be set by election of a non-member to an officer's position.

Russ Pedersen left the meeting at 9:43 a.m.

The meeting recessed at 9:43 a.m. and reconvened at 9:46 a.m. Russ Pedersen present.

The discussion then suggested no change to Items E and F. Other discussion focused on the appointment of Subcommittees. It was suggested that language be added to note that the LEPC Chair would appoint Subcommittee Chairs annually. It was suggested the Chair's have some experience as a LEPC member with former Chairs having an opportunity to recommend replacement. Other discussion noted that an annual report is provided to SERC. It was suggested that an agenda be added to provide Oral Reports to the LEPC Chair as needed. Discussion then suggested that Item B be modified to read that Subcommittee Chair will be announced annually in November of each year. Discussion then turned to the Nominating Committee, which perhaps should be better defined. It was noted that in past years the Chair of the Nominating Committee consisted solely of the Chair of that Subcommittee who has had to seek candidates for the officer positions. It was suggested that the Secretary/Treasurer establish the election process annually.

Mr. Edwards outlined recommended modifications to 3-A 1b to add language to indicate how the expenditure of SERC funds are authorized by the BCC (Board of County Commissioners).

During the discussion it was suggested that this section might only apply to the expenditure of operating funds granted by SERC. It was noted that a Resolution is submitted to the BCC once the SERC grant is accepted. The intent of this particular section was to allow the LEPC to fund certain activities such as printing and travel authorization for staff to attend various SERC functions in an expedited operations. Other discussion focused on the current process to cover limited

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administrative activities. It was suggested that appropriated grants fund must be approved by the BCC. Discussion then noted that the suggested modification to the bylaws was intended to provide guidance to future officers. It was recommended that the modification to the establishment of elections be relocated to the section dealing with the Secretary/Treasurer's role and responsibilities.

It was moved by Jim Caughron, seconded by Jim Gubbels, to recommend adoption of the modifications to the Washoe Local Emergency Planning Committee bylaws: Article 2A listing the SERC State Emergency Response Committee) categories changing EMS (Emergency medical Services) to read First Aid/EMS; 2) new category Environmental); 3) add reference to EPRA; 4) remove section refereeing proxy to establish quorum and insert may be present by teleconference; 5) Item 4-b-3 correct typographical error; 6) 4-c add item c for election of officers during the third quarter and under the Secretary Treasurer's responsibilities; 7) Article 5-b add the subcommittee chair will be appointed by the LEPC Chair in November and provide reports (verbal or written) to the LEPC Chair and General Membership as needed nomination. MOTION CARRIED.

There was discussion about meeting notification of various subcommittees. It was suggested that the first section of the bylaws include language "conduct meeting in accordance with Nevada's Open Meeting Law (OML). Other discussion focused on Secretary responsibilities referring the third quarter, which was changed. It was suggested that nomination and election of officers during the annual process as designated by the Executive Committee. In the event of a vacancy an announcement of a special election will be made to the General Membership.

It was moved by Jim Gubbels, seconded by Jim Caughron, to recommend adoption of modifications to Article 6b to add conduct meeting under the Nevada Open Meeting Law (OML); and Article 3 4-c-5 to say nominations for election of officers for the annual year as designated by the Executive Committee. MOTION CARRIED.

4. REVIEW, POSSIBLE ACTION AND RECOMMENDATION TO LEPC (Local Emergency Planning Committee) GENERAL MEMBERSHIP ON EXISTING LEPC VOTING MEMBERSHIPS ON THE ENVIRONMENTAL AND ELECTED OFFICIAL CATEGORY

During the discussion it was suggested that H2O be moved to the Environmental category along with Paul Donald, Jeanne Rucker and Bob Sack Washoe County District Health Department to the Environmental category. It was pointed out that those members were part of the Washoe County District Health Department – Environmental Division. Other discussion suggested that HazMat be moved to the Environmental category from the Fire Department. Discussion then turned to the listing of Tom Clewell as a primary for Fire and alternate voting member for HazMat under two organizations. It was suggested that HazMat provide another alternate to replace Mr. Clewell as the HazMat alternate. Discussion then focused on the Elected Official Category. It was suggested that Mr. Schmidt be asked if he was still interested in the position or to identify an alternate.

It was moved by Jim Caughron, seconded by Greg Befort, to move H2O and Washoe County District Health Department - Environmental Division to the Environmental category. MOTION CARRIED.

5. APPROVE AND VOTE ON ADDITIONAL NEW LEPC (Local Emergency Planning Committee) VOTING MEMBERSHIPS

There was minor discussion about adding Jerri Eby of John Ascuagua's Nugget as an Owner Operator.

It was moved by Jim Gubbels, seconded by Jim Caughron, to add John Ascuagua's Nugget to Owner Operator category. MOTION CARRIED.

6. LEPC (Local Emergency Planning Committee) EXECUTIVE OFFICERS' COMMENTS *

None.

7. PUBLIC COMMENTS *

It was suggested that the Executive Committee meet again before the October 19, 2006, General Membership meeting.

8. ADJOURNMENT

Vice-chair Pedersen adjourned the meeting at 10:38 a.m.

AS APPROVED BY THE WASHOE LOCAL EMERGENCY PLANNING COMMITTEE EXECUTIVE COMMITTEE IN SESSION ON DECEMBER 11, 2006.