

# Local Emergency Planning Committee

## General Membership Meeting

### Minutes

**Thursday ~ October 17, 2013 ~ 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 9:05 a.m. A quorum was established.

**MEMBERS PRESENT:** Scott Alquist – Truckee Meadows Community College; Charlotte Garber – American Red Cross; Pat Hambright – KOLO Channel 8; Dave Hunkup – Reno Sparks Indian Colony; Aaron Kenneston – Washoe County Emergency Management; Andy Koski – Sparks Fire Department; Teresa Long – Washoe County Health District; Chris Magenheimer – North Lake Tahoe Fire Protection District; Chet Malewski – Truckee Meadows Water Authority; Tracy Moore – Washoe County School District; Mitch Nowicki – Regional Emergency Medical Services Authority; Kelley Odom – Reno Emergency Communications Center; Don Pelt – Pyramid Lake Paiute Tribe; Frank Schuman – Washoe County Sheriff's Office; Dee Stueve – Associated General Contractors; Jeff Whitesides – Washoe County Health District; and Jim Wilson – Reno Sparks Convention and Visitors Authority. Joe Nishikida – Reno Fire Department, joined the meeting at 9:24 a.m.

**MEMBERS ABSENT:** Brian Allen – Sparks Police Department; Gary Beekman – Washoe County Technology Services; Julie Bender – Regional Public Safety Training Center; Richard Gammick – Washoe County District Attorney; Mark Katre – Reno Police Department; Rob Kelley – Washoe County Community Services Department; Andy Koski – Sparks Fire Department; Tim Leighton – Truckee Meadows Fire Protection District; Robert McLaughlin – Veterans Administration Hospital; Debbie Penrod – University of Nevada, Reno; Phil Povey – Truckee Meadows Community College; Rob Reeder – Regional Transportation Commission; Keith Sheridan – Ormat Technologies; Eileen Stickney – Washoe County Health District; and Woody Wright – University of Nevada, Reno.

**ALTERNATES PRESENT:** Kent Choma – Saint Mary's Regional Medical Center; Christina Conti – Washoe County Health District; Michelle Gitmed – Reno Police Department; Suzy Rogers – Reno Emergency Communications Center; Kevin Schaller – American Red Cross; Lewis Spencer – University of Nevada, Reno; and Brian Taylor – Regional Emergency Medical Services Authority.

**ALTERNATES ABSENT:** Ed Atwell – University of Nevada, Reno; Phil Barton – Sparks Fire Department; Bev Buchanan – Reno Emergency Communications Center; Steve Burlie – Regional Transportation Commission; Patsy Buxton – Washoe County Health District; Dawn Clevenger – Ormat Technologies; Diane Drinkwater – Washoe County District Attorney; Skip Eller – Reno Sparks Convention and Visitors Authority; James English – Washoe County Health District; John Gilmore – Ormat Technologies; Jim Hadsall – Reno Sparks Convention and Visitors Authority; Nida Harjo – Reno Sparks Indian Colony; Tom Garrison – Sparks Fire

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Department; Jim Gubbels – Regional Emergency Medical Services Authority; John Helzer – Washoe County District Attorney; Bruce Hicks – North Lake Tahoe Fire Protection District; Mike Kryzstof – Truckee Meadows Fire Protection District; Alex Kukulus – Truckee Meadows Fire Protection District; Beth Langan – Regional Public Safety Training Center; Chris Long – Washoe County Technology Services; Matt Marquez – Sparks Police Department; Greg Meister – Reno Police Department; Mike Mieras – Washoe County School District; Kenneth Miller – Pyramid Lake Paiute Tribe; Eric Millette – Sparks Fire Department; Michael Munda – Renown; Brad Norman – Truckee Meadows Community College; Tim O'Brien – Reno Fire Department; Tim O'Conner – Washoe County Sheriff's Office; Jerry Preston – Washoe County Community Resources Department; Jim Reagan – NV Energy; Brian Reeder – Associated General Contractors; Josh Reynolds – Truckee Meadows Community College; Rick Sanchez – Washoe County Health District; John Slaughter – Washoe County Management Services; and Pat Thomas – KOLO Channel 8.

Blaine Cartlidge – Deputy District Attorney, was also present.

### **2. APPROVAL OF MINUTES** (For possible action) – *August 15, 2013, General Membership meeting minutes.*

***It was moved by Mitch Nowicki, seconded by Don Pelt, to approve the August 15, 2013, minutes, as submitted. MOTION CARRIED.***

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

Aaron Kenneston – Washoe County Emergency Management noted that today is the Great Nevada Shakeout Drill, scheduled at 10:17 a.m. Mr. Kenneston encouraged those present to participate in the Drop and Cover Drill noting that several agencies were present, including, but not limited to NDOT (Nevada Department of Transportation) who is providing access to traffic cameras.

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

Aaron Kenneston – Washoe County Emergency Manager, provided an overview of the Revenue and Payable reports explaining that the Public Information and Warning Project is drawing to a close with the big event scheduled on November 21, 2013, that he believes will expend the remaining \$20,000.00. The Urgent Solidarity project is also wrapping up and expected to fully expend grant funds. Mr. Kenneston then noted that William Glessen from WEB-EOC was present and that the WEB-EOC project should also deplete remaining funds in that particular grant. The Mid-Cycle Planning and Training Grant has \$5,850.00 available for the Reno Fire Shows. Mr. Kenneston encouraged members to reserve and fill the vacant positions and reminded member that they must participate in Hazardous Materials activities provided at the Reno Fire Shows.

***It was moved by Chet Malewski, seconded by Kevin Schaller, to accept the Treasurer's Report, as presented. MOTION CARRIED.***

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

Aaron Kenneston – Washoe County Emergency Manager, noted that a Hazard Mitigation grant in the amount of \$80,000.00 is being applied for to assist in the review and update of the region’s Hazard Mitigation Plan for 2014. Mr. Kenneston noted that while a large portion of the plan is dedicated to hazardous materials there are also sections on natural disasters and how such disasters can be eliminated or effects of the hazard can be mitigated.

### **6. LEPC (Local Emergency Planning Committee) MEMBERSHIP LIST APPROVAL** (For possible action) – *A review, discussion and possible action of update to the LEPC (Local Emergency Planning Committee) Membership List.*

Chair Moore commented that the Executive Committee would be meeting to discuss attendance and potential quorum issues stemming from non-attendance. Chair Moore noted that Aaron Kenneston had been elected as Vice-chair with Joe Nishikida elected to fill the At-large position.

Aaron Kenneston noted that the LEPC (Local Emergency Planning Committee) membership list must be approved annually to be compliant with SERC (State Emergency Response Commission) regulations. Additionally, the Washoe County LEPC bylaws and Hazard Mitigation Plan must also be updated and approved annually.

***It was moved by Don Pelt, seconded by Teresa Long, to approve the Washoe LEPC (Local Emergency Planning Committee) Membership list.***

Chair Moore clarified that the approval is for the voting membership list as presented.

Mr. Pelt and Ms. Long concurred that that was the intent of the motion.

### **MOTION CARRIED.**

### **7. LEPC (Local Emergency Planning Committee) BYLAWS APPROVAL** (For possible action) – *A review, discussion and possible action of update to the LEPC (Local Emergency Planning Committee) Bylaws.*

Chair Moore drew attention to the Washoe LEPC (Local Emergency Planning Committee) Bylaws and explained that his review of the bylaws did not indicate any changes.

***It was moved by Scott Alquist, seconded by Chet Malewski, to approve the Washoe LEPC (Local Emergency Planning Committee) Bylaws, as presented. MOTION CARRIED.***

### **8. LEPC (Local Emergency Planning Committee) HAZMAT PLAN APPROVAL** (For Possible Action) – *A review, discussion and possible action of update to the LEPC (Local Emergency Planning Committee) Hazmat Plan.*

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Aaron Kenneston – Washoe County Emergency Manager, asked that this agenda item be continued until the December 19, 2013, meeting as the Commodity Flow Study is nearing completion and will be added to the final document. Mr. Kenneston emphasized the need to meet quorum at the December 19, 2013, meeting in order to approve the finalized plan as the final segment of SERC (State Emergency Response Commission) compliance.

Chair Moore requested that member agencies review the plan and stated he would be sending a meeting reminder to member agencies ahead of the December meeting.

***It was moved by Aaron Kenneston, seconded by Teresa Long, to continue approval of the HazMat Plan until the December 19, 2013, meeting. MOTION CARRIED.***

Joe Nishikida – Reno Fire Department, joined the meeting at 9:24 a.m.

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

Aaron Kenneston – Washoe County Emergency Manager, outlined upcoming events, including the Great Nevada Shakeout scheduled at 10:17 a.m. today (October 17, 2013); Reno Fire Shows October 22 through 24, 2013 and the upcoming HazMat Technology conference October 29 and 30, 2013. On November 21, 2013, a statewide exercise workshop is scheduled at the Atlantis Hotel Casino with the ARkStorm event in December 2013.

## **Yearly Regional Training and Exercises**

### **OCTOBER**

16- PREPARE Washoe  
17 – Great Shake Out  
22-24- Fire Shows Reno  
25-30- IAEM Conference

### **NOVEMBER**

9 – SMSP Training  
21 – PI/PW Statewide Exercise

### **DECEMBER**

5 – ARkStorm Workshop  
5-7 & 12-14- CERT Academy  
17- HERT Training  
19- LEPC  
19 – IAP & Resource Management Training  
20- MCI Triage for Nurses WCSD

### **JANUARY 2014**

14-15 – Community Resiliency Workshop  
WCHD  
16- Infra Guard Meeting  
21- Mutual Aid Evac training & Workshop  
22- EOC Incident Liaison  
27-29- ICS-300 Public Health

### **FEBRUARY 2014**

20- LEPC  
20-21- ICS-400 Public Health  
20- Wild Land Fire Coordination

### **MARCH 2014**

14 – ARkStorm Summit

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## **APRIL 2014**

9- Demobilization & Donations training

17 – LEPC

17- Infra Guard

xx- Active Assailant FSE

xx- Psychological First Aid

## **MAY 2014**

xx- Airport FSE

xx- EOC Incident Command Liaison Red Cross

## **JUNE 2014**

2-13- School Incident Response Team

SIRT Training

12-14- CERT Academy

17- LEPC

19-21- CERT Academy

## **JULY 2014**

xx – Plan Alternate EOC Exercise

## **AUGUST 2014**

17- LEPC

xx – Alternate EOC & IAP Exercise

## **SEPTEMBER 2014**

Preparedness Month Activities

## **Future Year FFY- 2014**

16 October '14 LEPC

xx October '14 – No. NV Disaster Victim Recovery Team TTX

xx October '14 Great Shake Out

xx November '14 – City of Sparks Drill – Steve Driscoll

18 December '14 - LEPC

xx June '15 – Bureau of Reclamation Dam Break Exercise - Aaron

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

Scott Alquist noted that Yucca Mountain continues to be in the news and that the closure of additional nuclear facilities is resulted in some states seeking legal remedies on the storage of high level nuclear waste. Mr. Alquist noted that his former assistant at TMCC (Truckee Meadows Community College) has been hired to work in the Governor's Office on Nuclear Projects, which may provide greater access to information pertinent to the Truckee Meadows.

- 11. 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).*

Derek Russell – Washoe County Sheriff's Office, commented that 23 individuals had completed the CERT (Community Emergency Response Team) academy in September (2013) and that CERT had also assisted in the Commodity Flow Study, which was recently completed. Mr. Russell explained that CERT volunteers had provided assistance at the Balloon Races over its three (3) day run as well as assistance in traffic and crowd control during the seven (7) days of the Reno Air Races. It is estimated that volunteers provided 1,200 hours thus far with the Reno Fire Shows and the meeting of the International Association of Emergency Managers scheduled later this month.

- 12. THE GREAT NEAVADA SHAKEOUT** (Non-action item) – *LEPC General Membership to participate in the 2013 Great Nevada ShakeOut Earthquake Drill at 10:17 a.m.*

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Aaron Kenneston – Washoe County Emergency Manager, encouraged those present to participate in the Great Nevada Shakeout at 10:17 a.m. today (October 17, 2013). Mr. Kenneston then drew attention to an oversized replica of a permit that will be used by physicians in the event of an incident to gain access to hospitals or other facilities during an emergency incident until official credentialing can be implemented.

13. **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. December 19, 2013.*

The December 19, 2013, meeting agenda may include, but is not limited to: **LEPC (Local Emergency Planning Committee) HAZMAT PLAN APPROVAL** (For Possible Action) – *A review, discussion and possible action of update to the LEPC (Local Emergency Planning Committee) Hazmat Plan.*

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

There were no public comments.

15. **ADJOURNMENT**

Chair Moore adjourned the meeting at 9:31 a.m.