

# WASHOE COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

## General Membership Committee

### MINUTES

Thursday ~ October 29, 2009 ~ 9:00 A.M.

Washoe County Regional Emergency Operations Center

5195 Spectrum Boulevard, Reno, Nevada

#### 1. CALL TO ORDER/ROLL CALL \*

Chair Caughron called the meeting to order at 9:00 a.m. A quorum was established.

**MEMBERS PRESENT:** Gregory Befort – Regional Public Safety Training Center; Chris Brockway – Reno Sparks Convention and Visitors Authority; Jim Caughron – Washoe County Risk Management; Eileen Coulombe – Washoe County Health District; Gary Cummings – Sierra Chemical; Michael Hurick – American Red Cross; Aaron Kenneston – Washoe County Emergency Management; Jeff Kinder – Nevada Division of Environmental Protection; Chris Magenheimer – North Lake Tahoe Fire Protection District; Teresa Long – Washoe County Health District; Chet Malewski – Truckee Meadows Water Authority; Doug McPartland – Reno Police Department; Kris Phelps – Truckee Meadows Community College; Rob Reeder – Regional Transportation Commission; Russ Rocha – Ormat Nevada Steamboat Facilities; Ron Schmidt – Sparks City Council; Chris Smith – Washoe County School District; Eugene Spoon – Renown; and Dee Stueve – Associated General Contractors; Cathy Ludwig – Washoe County Emergency Management.

**MEMBERS ABSENT:** Brian Allen – Sparks Police Department; Scott Alquist – Truckee Meadows Community College; Matt Bennett – Charter Communications; Terry Bohl – Pyramid Lake Paiute Tribe; Peter Dolan – Reno Tahoe Airport Authority; Steve Driscoll – City of Sparks; Marshall Emerson – Washoe County Sheriff's Office; Frank Freivalt – Sparks Fire Department; Richard Gammick – Washoe County District Attorney; Mike Greene – Sierra Fire Protection District; Jim Gubbels – Regional Emergency Medical Services Authority; Craig Harrison – Washoe County Communications and Security; Dave Hunkup – Reno Sparks Indian Colony; Jen Jackson – KTVN Channel 2; Bob Knoll – Reno Fire Department; Alan Minor – Truckee Meadows Water Reclamation Facility; Joe Nishikida – Reno Fire Department; Rick Vandenberg – Reno Emergency Communications; and Woody Wright – University of Nevada, Reno.

**ALTERNATES PRESENT:** Brent Boynton – KOLO Channel 8; Charlie Dimino – Reno Police Department; Diane Drinkwater – Washoe County District Attorney's Office; John Helzer – Washoe County District Attorney's Office; Mike Krysztof – Sierra Fire Protection District; Tom Lo – Washoe County Communications and Security; Kariann Maitland – Reno Emergency Communications; Val Moser – Washoe County Sheriff's Office; and Sandy Munns – Reno Fire Department.

**ALTERNATES ABSENT:** J. D. Akenhead – Truckee Meadows Community College; Rick Bareuther – City of Sparks; Debra Barone – Washoe County Health District; Julie Bender – Regional Public Safety Training Center; John Bernardy – Ormat Nevada Steamboat

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Facilities; Chris Bordes – Reno Tahoe Airport Authority; Russell Brigham – Reno Sparks Indian Colony; Beverly Buchanan – Reno Emergency Communications; Liz Clark – Reno Sparks Convention and Visitors Authority; Fred Davis – Pyramid Lake Paiute Tribe; Beverly Depew – American Red Cross; Ron Espalin – Sierra Chemical Dave Evans – Nevada Division of Environmental Protection; Dan Gabica – Charter Communications; Buzz Harris – Associated General Contractors; Bruce Hicks – North Lake Tahoe Fire Protection District; Tom Garrison – Sparks Fire Department; Steve Keefer – Sparks Police Department; Alex Kukulius – Sierra Fire Protection District; Steve Kuzanek – Washoe County Sheriff's Office; John Madole – Associated General Contractors; Matt Marquez – Sparks Police Department; Mike Mieras – Washoe County School District; Eric Millette – Sparks Fire Department; Mitch Nowicki – Regional Emergency Medical Services Authority; Deb O'Gorman – Truckee Meadows Community College; Kristin Remington – KTVN Channel 2; Chris Rossi – Truckee Meadows Community College; Jeanne Rucker – Washoe County Health District; Bob Sack – Washoe County Health District; John Slaughter – Washoe County Management Services; Klark Staffan – Regional Emergency Medical Services Authority; John Tarter – Reno Police Department; Bruce Wade – American Red Cross; Jim Wilson – Reno Sparks Convention and Visitors Authority ; and Jeff Whitesides – Washoe County Health District.

## **2. APPROVAL OF AUGUST 12, 2009 LEPC (Local Emergency Planning Committee) GRANTS AND FINANCE SUBCOMMITTEE MEETING MINUTES**

*It was moved by Chris Brockway, seconded by Eugene Spoon, to approve the August 12, 2009, Grants and Finance Subcommittee meeting minutes, as submitted. MOTION CARRIED.*

## **3. APPROVAL OF AUGUST 13, 2009 LEPC (Local Emergency Planning Committee) GENERAL MEMBERSHIP MEETING MINUTES**

*It was moved by Chris Smith, seconded by Chris Brockway, to approve the August 13, 2009, General Membership meeting minutes, as submitted. MOTION CARRIED.*

## **4. TREASURER'S REPORT \* – Review and Acceptance of Homeland Security and SERC (State Emergency Response Commission) Grants – FFY (Federal Fiscal Year) 2009 and 2010**

Cathy Ludwig – Grants Administrator, provided an overview of the 2010 SERC (State Emergency Response Commission) HMEP (Hazardous Materials Emergency Preparedness) mid-cycle grant that funded attendance to the Continuing Challenge Conference in Sacramento, CA and a Needs Assessment to the Washoe County Sheriff's Office, as well as the HAZWOPER (Hazardous Waste Operations and Emergency Response Standard) training for the Inter-Hospital Coordinating Council. Ms. Ludwig noted that not all of the grant monies had been expended resulting in \$10,195.96 deobligation to

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SERC. The 2010 SERC, HMEP Training and Planning grant was recently awarded and will go to the BCC (Board of County Commissioners) on December 8, 2009, for approval. That grant will be used to fund 13 individuals registration to attend the Silver State Safety & Hazmat Conference in Reno, NV with additional funds being allocated to the Inter-Hospital Coordinating Council for a Hazardous Materials and Hospital Evacuation Exercise. The 2010 SERC/UWS (United We Stand) and Planning, Training, Operations & Equipment grants are being spent and most subgrants are still in the procurement process.

Joe DuRousseau – Reno Fire Department, joined the meeting at 9:08 a.m.

Ms. Ludwig noted that \$298,000.00 of the 2008 Homeland Security Grant had been expended and that the remainder of the \$993,000.00 grant will be expended shortly after the new year (January 2010).

***It was moved by Teresa Long, seconded by Mitch Nowicki, to accept the Treasurer's Report, as presented. MOTION CARRIED.***

**5. GRANT OPPORTUNITIES \* – Information and discussion of upcoming and/or existing LEPC (Local Emergency Planning Committee) grants.**

Cathy Ludwig – Grants Administrator, commented that there was \$75,000.00 available in the 2010 SERC, HMEP Mid-Cycle Planning and \$9,500.00 Training. Ms. Ludwig emphasized that the grant must pertain to hazardous materials and asked that interested parties contact her. A meeting of the Grants and Finance Subcommittee may be called depending on the number of applications.

**6. ANNOUNCEMENT ON LEPC (Local Emergency Planning Committee) MEETING TIME LIMIT CHANGE UNDER PUBLIC COMMENT \***

Chair Caughron explained that the Executive Committee had reduced the time allotted for Public Comment from five (5) to three (3) minutes at their October 20, 2009, meeting.

**7. ANNOUNCEMENT OF NEWLY APPOINTED (Local Emergency Planning Committee) LEPC GRANTS AND FINANCE SUBCOMMITTEE CHAIRMAN \***

Chair Caughron noted that Chris Magenheimer had been appointed as Chair of the LEPC Grants and Finance Subcommittee.

**8. ANNOUNCEMENT OF NEWLY APPROVED LEPC (Local Emergency Planning Committee) VOTING MEMBERSHIPS APPROVED BY THE LEPC EXECUTIVE COMMITTEE AND APPROVAL OF MEMBERSHIP LIST**

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Chair Caughron drew attention to previously distributed membership list (copy on file).

Cathy Ludwig – Grants Administrator, noted that Richard Gammick – Washoe County District Attorney, had been appointed as the primary member to the LEPC (Local Emergency Planning Committee with John Helzer and Diane Drinkwater as alternates under the Elected Official category. Additionally, Kris Phelps (Primary) and Chris Rossi (alternate) have been added under Law Enforcement representing TMCC (Truckee Meadows Community College) Police.

***It was moved by Eugene Spoon, seconded by Rob Reeder, to approve the Washoe Local Emergency Planning Committee General Membership list as presented. MOTION CARRIED.***

## **9. APPROVAL OF THE REVIEW AND CHANGES TO THE REGIONAL HAZARDOUS MATERIALS EMERGENCY PLAN**

Cathy Ludwig – Grants Administrator, explained that the Executive Committee had discussed and recommended the addition of Tier 2 companies to the Hazards Materials Emergency Plan as part of the annual update. Ms. Ludwig noted that this addition met SERC's (State Emergency Response Commission) annual update requirement.

Aaron Kenneston – Washoe County Emergency Manager, explained that Tier 2 companies were identified in the Superfund Clean-up Act in the 1970's in response to the Love Canal incident. Mr. Kenneston commented that Tier 2 companies are required to annually update their inventory of hazards materials in writing and that there are several file cabinets of data stored at the REOC (Regional Emergency Operations Center). However, those files are cumbersome and nearly impossible to quickly find specific information. The creation of a database makes it significantly easier and more efficient to review what materials are in place before first responders enter any structure.

Ms. Ludwig noted that a copy of the Tier 2 companies will be added to the Washoe County Hazardous Materials Emergency Plan and that the inclusion of this information in the database will meet SERC's annual update requirement.

***It was moved by Michael Hurick, seconded by Eileen Coulombe, to approve the changes to the Regional Hazardous Materials Emergency Plan. MOTION CARRIED.***

Joe DuRousseau – City of Reno, left the meeting at 9:19 a.m.

## **10. UPDATE ON THE WASHOE COUNTY REGIONAL PUBLIC SAFETY PAGING SYSTEM \***

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Continued until the December 17, 2009, meeting.

## **11. UPDATE ON REGIONAL EMERGENCY MANAGEMENT EVENTS \***

Aaron Kenneston – Washoe County Emergency Manager, drew attention to the November 14, 2009, Local Heroes Day sponsored by UNR (University of Nevada, Reno).

Ron Schmidt – Sparks City Council, left the meeting at 9:20 a.m.

Mr. Kenneston asked that interested parties contact him after the meeting. Mr. Kenneston then noted that the City of Reno is hosting the Veterans Day parade and is seeking veterans from all branches of the military to participate wearing their working uniform to show the public that those formerly serving in the United States military are now serving and protecting the region's citizens. On November 17, 2009, a joint hazardous materials response exercise will be conducted at Incline Village, in the closed elementary school. As part of the overall exercise the REOC (Regional Emergency Operations Center) will be activated at about 11:00 a.m. after the initial first responder teams arrive on the scene at 8:30 a.m. Mr. Kenneston then noted that additional Web EOC training will be conducted December 2 - 4, 2009. The Business and Public Safety Partners will meet on January 20, 2010, to encourage local businesses to participate in regional emergency management. January 21, 2010 a mini-communications drill is scheduled. Mr. Kenneston asked that member agencies participate in the drill along with an opportunity to "show and tell" the region. A national exercise is scheduled in May 2010 in Southern Nevada. Mr. Kenneston encouraged members to contact Southern Nevada counter-parts to see what, if any, element of the exercise Northern Nevada can assist with.

Mary Kandaras – Deputy District Attorney, demonstrated how to use the microphone and asked that those wishing to address the group announce their name before speaking so that a clear public record of the proceeding can be maintained.

Michael Hurick – American Red Cross, commented that the Reno Chapter would be participating in the Southern Nevada exercise.

Mr. Kenneston pointed out that the State of Nevada is very similar to the close knit Washoe County region in that all agencies would be involved in any major incident.

## **12. UPDATE FROM THE RADIOLOGICAL TASK FORCE \***

Aaron Kenneston – Washoe County Emergency Manager, noted that Scott Alquist has been coordinating with several member agencies and the State on the transport of radiological materials through the region along the I-80 corridor. Mr. Kenneston invited interested

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parties to contact either Mr. Alquist or himself to participate in the upcoming training that is in part funded by a grant from DOE (Department of Energy).

**13. LEPC (Local Emergency Planning Committee) OFFICERS', MEMBERS', ALTERNATES', AND STAFF COMMENTS \*** – *This item is limited to announcements or topics/issues proposed for future workshops/agendas.*

Chris Smith – Washoe County School District, asked that interested parties contact him to assist in the upcoming exercise in Incline Village (Nevada).

Chair Caughron commented that he was planning a CPR (Cardio Pulmonary Resuscitation) class for members in January 2010 and asked that interested parties contact Grants Administrator Cathy Ludwig.

**14. PUBLIC COMMENTS \***

There were no public comments.

**15. NEXT LEPC (Local Emergency Planning Committee) MEETING** ~ *December 17, 2009 - Regional Emergency Operations Center (REOC)*

The next meeting is scheduled on December 17, 2009.

**13. LEPC (Local Emergency Planning Committee) OFFICERS', MEMBERS', ALTERNATES', AND STAFF COMMENTS \*** – *This item is limited to announcements or topics/issues proposed for future workshops/agendas.*  
[Reopened]

Cathy Ludwig – Grants Administrator, reminded those present to sign the sign-in sheet as it is the document that she updates the distribution list from.

**16. ADJOURNMENT**

Chair Caughron adjourned the meeting at 9:35 a.m.

\* denotes NON action item