

# Washoe Local Emergency Planning Committee General Membership Meeting

## Minutes

Thursday ~ October 15, 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 Cleveland called the meeting to order at 9:06 a.m. A quorum was established.

**PRESENT:** Gary Beekman – Washoe County Technology Services; Jim Bolton – Reno Fire Department (TRIAD); Kent Choma – Inter-Hospital Coordinating Council; Darryl Cleveland – Truckee Meadows Community College; Christina Conti – Washoe County Health District; Michelle Gitmed – Reno Police Department; Jim Hendrickson – Washoe County School District; Dave Hunkup – Reno Sparks Indian Colony; Aaron Kenneston – Washoe County Emergency Management; Spencer Lewis – University of Nevada, Reno; Chris Maples – Sparks Fire Department; Casey Micone – Reno Tahoe Airport Authority; Eric Millette – Sparks Fire Department (TRIAD); Oliver Miller – Reno Police Department; John Puccioni – NV Energy; Rob Reeder – Regional Transportation Commission; Mike Rogers – KTVN-TV Channel 2; Bob Sack – Washoe County Health District; Tim Spencer – Reno Fire Department; Brian Taylor – REMSA; and Stanton Tang – KOLO-TV Channel 8.

**ABSENT:** Scott Alquist – Truckee Meadows Community College; Jerry Baldrige – Washoe County Sheriff's Office; Wade Barnett – KOLO-TV Channel 8; Julie Bender – Regional Public Safety Training Center; Lance Boekenoogen – NV CERFP/Nevada Air National Guard; Steve Burlie – AGC; Paul Burton – REMSA; Jack Byrom – TMWA; Kevin Compel – TMWA; Cassie Darrough – Pyramid Lake Paiute Tribe; Diane Drinkwater – Washoe County District Attorney's Office; Pat Dyer – Sparks Police Department; James English – Washoe County Health District; Jason Elorza – Sparks Fire Department; 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; Bruce Hicks – North Lake Tahoe Fire Protection District; Chris Hicks – Washoe County District Attorney's Office; Sam Hicks – Truckee Meadows Community College; Timothy Hill – Nevada Air National Guard; Elaina Hooper – Reno Emergency Communications; Logan Ingersoll – Nevada Air National Guard; Eric James – University of Nevada, Reno; Todd Kerfoot – REMSA; Jace LaFever – Inter-Hospital Coordinating Council; Steve Beth Langan – Regional Public Safety Training Center; Leighton – Reno Fire Department; Tim Leighton – Truckee Meadows Fire Protection District; Chad Leonard – University of Nevada Reno; Chris Long – Washoe County Technology Services; Teresa Long – Washoe County Health District; Ian McEwen – NV CERFP/Nevada Air National Guard; Landon Miller – KTVN-TV Channel 2; Tom Miller – Sparks Police Department; William Miller – Pyramid Lake Paiute Tribe; Tracy Moore – Washoe County School District; Tom Nelson – Reno Tahoe Airport Authority; Jason Pasco – KTVN-TV Channel 2; Ed Pearce – KOLO-TV Channel 8; Don Pelt – Pyramid Lake Paiute Tribe; Debbie Penrod – University of Nevada, Reno; Jim Reagan – NV Energy; Brian Reeder – AGC; Mark Regan – North Lake Tahoe Fire Protection District; Jim Reid – Sparks Fire Department; Al Rogers Washoe County Management Services; Suzy Rogers – Reno

Emergency Communications; Shyanne Schull – Washoe County Animal Services; Robert Smith – Washoe County Animal Services; Ryan Sommers – North Lake Tahoe Fire Protection District; Eric Stringer NV CERFP/Nevada Air National Guard; Jason Trevino Washoe County School District; Jeff Whitesides – Washoe County Health District; Greta Woyciehowsky – Sparks Police Department; and Dominica Yturbide – Reno Emergency Communications.

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

Chair Cleveland welcomed those present.

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

There were no public comments.

**3. APPROVAL OF MINUTES** (For possible action) – *August 27, 2015 General Membership meeting minutes.*

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

***It was moved by Erick Millette, seconded by Bob Sack, to approve the August 27, 2015, 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, commented that the 2015 SERC Planning Training and United We Stand grants had been fully expended. The Continuing Challenge and FireShowsWest grants have been closed with TRIAD spending \$9,969.61 of the \$18,047.00 resulting in a deobligation of \$8,077.39. Reno Tahoe Airport Authority spending \$2,390.99 of the \$2,966.30 resulting in a deobligation of \$575.31. North Lake Tahoe Fire Protection District spending \$2,390.90 of the \$2,966.30 resulting in a deobligation of \$282.88. FireShowsWest: Sparks Police Department deobligated \$195.00; Truckee Meadows Community College fully expended; Truckee Meadows Fire Protection District \$390.00; Reno Tahoe Airport Authority \$780.00 and Reno Fire Department \$3,510.00 deobligated. A total of \$4,875.00 of the approved \$8,580.00 grant was deobligated. Ms. Ludwig then noted concern about the impact to other LEPC's statewide when approved grants funds are deobligated and not fully expended. Ms. Ludwig suggested that future grant requests carefully consider the number of attendees and actual requirements to avoid deobligation of excess funds. Ms. Ludwig provided an overview of the number of attendees envisioned in the original grant request versus the actual attendance numbers. Ms. Ludwig stated that the 2016 SERC grants were just starting with three LEPC disciplines spending there sub awards in full during the first quarter (North Lake Tahoe Fire Protection District, Reno Tahoe Airport Authority, Washoe County Sheriff's Office). Ms. Ludwig then provided detail on the FFY 14 Homeland Security Continuity of Operations grant of \$75,000.00 of which \$54,142.10 has been spent. It is expected that the full grant will be spent on or before the ending date of March 31, 2016. Drawing attention to the FFY 14 Homeland Security Citizens Information and Warning grant of \$155,000.00, Ms. Ludwig explained that to date

\$56,226.88 has been expended and that this grant will also be fully expended before the March 31, 2016, closing date; and the FFY 14 School Safety project, \$96,393.71 has been spent from the \$112,500.00 awarded, and will be completed by March 31, 2016.

Chair Cleveland concurred with Ms. Ludwig's comment that the deobligation of grant funding has adverse impact to other County LEPC's in the State of Nevada. Chair Cleveland recommended that perhaps the next grant cycle should start with the actual expenditures from the current grant cycle and then be increased as circumstance warrant.

Eric Millette – TRIAD/SFD, noted that a number of member agencies had responded to the California wildfire, which had impacted the number of personnel available to attend Continuing Challenge and FireShowsWest. Mr. Millette pointed out that the grants were sought in December before the costs had been set for the training programs. Mr. Millette suggested that rather than a motion to limit the grants requests, that each agency be more diligent in their funding requests.

Chair Cleveland commented that he would bring the matter forward to the LEPC Executive Committee for further discussion.

***It was moved by Christina Conti, seconded by Brian Taylor, 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.*

Cathy Ludwig, Grants Coordinator, stated that there were no new grant opportunities.

No specific action taken.

**6. GRANT APPROVAL** (For possible action) – *Approval of 2015 Homeland Security grant in the amount of \$175,000 for a Statewide Recovery project; 2015 Homeland Security grant in the amount of \$100,000 for a Public Information/Public Warning project; 2015 Homeland Security grant in the amount of \$70,000 for a Statewide Continuity of Operations Sustainment project; and 2015 Homeland Security grant in the amount of \$99,979.45 for the Northern Nevada Radio Cache.*

Cathy Ludwig - Grants Coordinator, provided an overview of the four grant requests: 1) 2015 Homeland Security grant \$175,000.00 for Statewide Recovery project; 2) 2015 Homeland Security in the amount of \$100,000.00 for Public information/Public Warning project; 3) 2015 Homeland Security grant in the amount of \$70,000.00 for statewide Continuity of Operations Sustainment project; and 4) 2015 Homeland Security grant in the amount of \$99,979.45 for an upgrade to the Northern Nevada Radio Cache.

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

***It was moved by Bob Sack, seconded by Spencer Lewis, to approve the four grant request: 1) 2015 Homeland Security grant \$175,000.00 for Statewide Recovery project; 2) 2015 Homeland Security in the amount of \$100,000.00 for Public information/Public Warning project; 3) 2015 Homeland Security grant in the amount of \$70,000.00 for statewide Continuity of Operations Sustainment project; and 4) 2015 Homeland Security grant in the amount of \$99,979.45 for Northern Nevada Radio Cache. MOTION CARRIED.***

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

Chair Cleveland deferred the agenda item to the December 17, 2015, meeting pending additional work on the plan.

Aaron Kenneston – Washoe County Emergency Management, noted that Tom McKnight was being employed to assist in the final update to the Resources segment of the plan. Mr. Kenneston encouraged member agencies to meet with Mr. McKnight to update that segment of the plan for review and final approval in December.

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

Aaron Kenneston - Washoe County Emergency Management, noted that after today's meeting the Great Nevada Shake-Out would take place. Mr. Kenneston also encouraged member agencies to meet with the WebEOC representatives that will be at the REOC November 3-5 and December 1-3, 2015, to review, change and implement updates to the WebEOC regional process especially for hazardous materials events. Mr. Kenneston stated that the WebEOC staff had been notified that member agencies are invited to stop in anytime from 8:00 a.m. until 5:00 p.m. on November 3-5 and again on December 1-3, 2015.



## Yearly Training and Exercise Calendar 2016

### October 2015

- 1- Damage Assessment Tool Presentation
- 2, 7, 13, 15, 17 (Varies) - Fire Vaccination Training (endorsement to administer immunizations and dispensing medications in public health emergency)
- 9 – Health Care Request Procedures Training
- 9 – WebEOC Patient Tracking Training
- 15 – Great Nevada Shake-Out
- 26 – 29- ICS 100/200/700/800/402 Training

### November 2015

- 3-5 - WebEOC Training
- 10 –Long Term Care COOP Training
- 12 – REOP Planning kick-off meeting
- TBD – Potable Water Tank Exercise

### December 2015

- 1-2 – FEMA HSEEP Training
- 3 – Statewide Recovery Planning Group Initial Meeting
- 9 – Public Warning/Public Information Workshop [Atlantis Hotel]
- 15 – REOP Planning Meeting

### January 2016

- 19 – REOP Planning Meeting
- TBD – Revise Active Assailant Protocol (Regional)
- TBD – TEEEX (FEMA THIRA Training) Kyle West and Bob Dorsey  
January – March 4 classes

### February 2016

- 4 – COOP Workshop in Southern Nevada
- 10 – Statewide Recovery Workshop
- 16 – REOP Planning Meeting
- TBD – FEMA EQ classes (ATC – 20/ 154) Hospital/School Mitigation

### March 2016

- 8-10 – ICS 300 for Public Health
- 11 – EOC and Hospital Liaison Interface
- 15 – REOP Planning Meeting
- TBD – School Active Assailant Full Scale Exercise

### April 2016

- 7 – COOP Workshop for Northern Nevada
- 12-13 – ICS 400 Public Health
- 13 – Statewide Recovery Workshop
- TBD – Isolation and Quarantine

### May 2016

- 11 – Statewide Recovery Planning Meeting
- TBD – RTC Access COOP Ex. TTX/ Functional COOP FXN's for a full OP period
- TBD – Airport TTX – Aircraft Incident (Part 139)
- TBD – Mass Fatality Transportation and Storage

### June 2016

- 1 – Statewide Recovery Planning Workshop
- 9 – COOP Workshop [Southern Nevada]
- 23 – Regional Safety and Emergency Preparedness Expo
- TBD – Statewide Medical Surge Plan TTX

### July 2016

- 13 – Statewide Recovery Planning Meeting

### August 2016

- TBD – RTC Ride COOP Exercise TTX/ Functional Ex. COOP FXN's for an OP period

### Future

- September 21, 2016 – Statewide Recovery Workshop [Atlantis Hotel]
- October 12, 2016 – Public Works/ Debris Management Planning lick-off
- October 20, 2016 – Reno E-Comm Evac. Ex. concurrent with Great Nevada Shake Out
- November 2016 – Vigilant Guard Exercise
- November 16, 2016 – Statewide Recovery Planning Meeting
- 2017 – Broken Wing Exercise
- 2018 – Bureau of Reclamation Exercise

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

There was no update.

- 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) – Shirlee Rhodes, WCSO or Designee*

Shirlee Rhodes – CERT, outlined CERT activities since August noting that volunteer had assisted with traffic control with the Hot August Nights event. Nevada State Fair in Carson City; Balloon Races as well as the Reno Air Races. Other activities include the Competitive Skills drill in October and Child ID program.

- 12. LEPC PRESENTATION** (Non-action item) – Presentation on ReadyConnect.us – A disaster communication and recovery system that supplements and enhances existing reverse 911 services.

Carolyn Usinger – Ready Connect, narrated a PowerPoint® presentation (copy on file) recalled meeting with Chair Cleveland to look at the Ready Connect system which is designed to help residents, business owners and local government agencies by providing a single point web based contact for up-to-date information, neighborhood contacts; information on lost/found animals (pets and livestock). Ms. Usinger noted that Ready Connect is the next step after the Reverse 911 calls to alert the public to natural or man cause disasters. Another feature of the program is the reduction in duplicate calls to 911 Emergency Dispatch services for information thereby reducing delays in handling of telephone calls. Ms. Usinger noted that up to 40-percent of small businesses do not reopen after a disaster as local citizens may not know that the business has reopened. Other features include the ability to develop personal family contact lists that allow an individual to contact all listed members and provide updates on their situation. Additionally, the system provides ways for employers and employees to communicate as well as community forums and assistant to recover contact lists from a lost cellular device. The program is scalable and flexible to meet community needs and costs as little as 1-cent per person per month.

- 13. 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. December 17, 2015.*

No new agenda topics identified.

Chair Cleveland noted that the TMCC Bachelor Degree program is in process of having the curriculum approved by the Curriculum Committee and has been re-reviewed by the Navy Post Graduate School in Monterrey California with remarks placing this program amongst the best in the country for content. Chair Cleveland will bring a presentation to the board when the program is ready to launch in 2016.

- 14. THE GREAT NEVADA SHAKEOUT** (Non-action item) – *The LEPC will join the worldwide Great Shakeout Earthquake Drill, practicing “Drop, Cover, and Hold On” at 10:15 a.m.*

David Watts – Deputy District Attorney, suggested that the board take a break until the 10:15 a.m. start time or seek a headcount to determine whether a quorum of members would be present.

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

Stanton Tang noted that a seminar would be held on Friday, October 23, 2015, for charities and others on how to write a press release. Mr. Tang asked that interested parties notify Ms. Cathy Ludwig by Friday, October 16, 2015.

**16. ADJOURNMENT**

Chair Cleveland adjourned the meeting at 9:47 a.m.